CATraxx

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Introduction

CATraxx is a quick, efficient, easy-to-use program for organizing your music collection. CATraxx is developed *by* record collectors *for* record collectors to ensure that you get all the features you need.

With CATraxx you can register and look up information about such things as:

- artist, album title, format, release date,
- company, label, catalog number,
- condition, playing time, purchase price and current value,
- song titles, songwriters, producers,
- studios, musicians, instruments.

You can add personal comments for both albums and tracks. Twenty special fields enable you to customize your catalog. You can even store a bitmap picture of the album cover.

CATraxx uses a relational database model. This means that you register most information only once. For example, an artist's name is included in the catalog the first time you add an album by the artist. Later, you simply choose this name from a list. This type of information is stored in "lookup" tables which ultimately save time and valuable disk space on your computer.

CATraxx lets you work with an unlimited number of databases. This means that you can split your collection into different catalogs and organize it to meet your needs. You can also merge existing databases. CATraxx includes routines for taking and restoring backup of the databases you have created.

CATraxx has impressive and powerful search capabilities. You can search for any information you have entered in a catalog. CATraxx lets you cross reference up to five fields. This is an extremely flexible way to search and query data. CATraxx has templates for many types of reports which you can generate to examine on the screen or print out.

CATraxx lets you play CDs from your CD-ROM player.

CATraxx comes with a sample database to get you started and a comprehensive context-sensitive on-line help system.

Before you start using CATraxx, we recommend that you read the User's Guide. This help file is a supplement, and gives you more detailed information. In the section Procedures some of the most important procedures (for example, how to create a database or how to search) are explained in details. The section Windows contains information about all CATraxx's windows and dialog boxes. This is the same information that is displayed when you press **F1** or press the **Help** button. In addition to this, the help file contains information about Menu Shortcuts, The toolbar, Error Messages and Technical Information.

Four different icons are used to indicate important information:

Useful tips.

This is important.

This is very important.

Indicates that you may click the 'other' (usually the right) mouse-button on an object (button or list) to activate a popup-menu relevant to this object.

Windows

Toolbar

⬜ Add new album
🔲 Add new album that is a copy of the active album
🔄 Update sort order
🔑 Go to album by Album ID
🔑 Go to album by Album title
🔑 Go to album by Artist
⏪ Go to previous album/track on the basis on last search
🔍 Search for albums/tracks
🔢 Show result of last search
⏩ Go to next album/track on the basis on last search
✓ Mark/unmark active album
👓 View subset (that is, albums that are marked)
Σ Calculate total value
🖨 Print active album (full report)
⏮ Go to first album
◀ Go to previous album
▶ Go to next album
⏭ Go to last album
♪ Browse all/marked tracks
⦿ Activate the CD player
❓ Show help contents

Press one of these buttons to locate the first album where the first field used in the sort criteria starts with this letter. For example, if the albums are sorted on Album title and you press **T**, CATraxx finds the first album where the title begins with T.

A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z

Click with the 'other' mouse-button on 🔄 to activate this popup-menu:

- Sort Automatically

This menu lets you specify (without activating the dialog "Preferences") if you want CATraxx to automatically update the sort order each time you add a new album.

Click with the 'other' mouse-button 🔍 to activate a popup-menu with these options:

- Find
- Show Field Values
- Simple Search
- Advanced Search
- X-Ref

This menu lets you specify (without activating the dialog "Preferences") what search command to activate when you press this button.

Menu Shortcuts

Press	To
Press	**To**
F2	Go to previous album/track on the basis of last search
F3	Go to next album/track on the basis of last search
F4	Show result of last search (all albums/tracks found in last search)
F5	Go to first album
F6	Go to previous album
F7	Go to next album
F8	Go to last album
F9	Browse all/marked tracks
F11	Update sort order
F12	Disable the conversion to upper case (first letter in each word) as long as this button is pressed.
Ctrl+A	Link new artist(s) to active album
Ctrl+B	Activate window "Browse"
Ctrl+C	Copy the selection and put it on the clipboard
Ctrl+D	Insert current date
Ctrl+E	Activate window "Memo"
Ctrl+H	Activate window "Active Album 1"
Ctrl+I	Link activate album to CD in CD-ROM player
Ctrl+J	Activate window "Active Album 2"
Ctrl+K	Activate window "Tracks"
Ctrl+L	Go to album by Album title
Ctrl+M	Mark or unmark activate album
Ctrl+N	Add new album
Ctrl+O	Add new album that is a copy of the activate album
Ctrl+P	Add up playing time
Ctrl+Q	Go to album by Artist
Ctrl+R	Activate window "Cover"
Ctrl+T	Insert current time
Ctrl+S	Save changes
Ctrl+U	Go to album by Album ID
Ctrl+V	Insert clipboard contents
Ctrl+W	Add new item to lookup table
Ctrl+X	Cut the selection and put it on the clipboard
Shift+F2	View artists from tracks on active album
Shift+F3	View mixers from tracks on active album
Shift+F4	View musicians from tracks on active album
Shift+F5	View producers from tracks on active album
Shift+F6	View song writers from tracks on active album

Shift+F7 View studios from tracks on active album

Error Messages

482   **Default printer not set.** Make sure a default printer is set in the Control Panel!

3041   **The file VBDB300.DLL has the wrong version and needs to be reinstalled.** CATraxx's installation program did copy the correct version to your hard drive, but this version is now overwritten by another application. You may install this file again by following this procedure:

     1) Start a "DOS-window" (click on the MS-DOS icon).

     2) Insert diskette no. 2 into your diskette drive and type:

```
EXPAND A:\VBDB300.DL_ C:\WINDOWS\SYSTEM\VBDB300.DLL
```

3049   **Cannot open database!** If you do not exit the program by selecting **File/Exit** (or **Close** from the main window's **Control-menu**), for example if a system error occurs or there is a power-failure, you may get this error message the next time you try to open the database. If this happens, run a utility called **FIX** that was installed to the same directory as CATraxx.

3050   **SHARE is not activated!** Add SHARE.EXE /L:500 to autoexec.bat (use Notepad) and reboot your computer

Technical Support

Technical support is available at no charge if you are a registered user. However, support is available only by E-mail or regular mail. Sorry, but we cannot provide telephone support at this time. Contact us at:

> **FNProgramvare**
> **Storgt. 22**
> **N-1531   Moss**
> **Norway**
>
> **E-mail: fredrik.nordbakke@ostfoldnett.no**
> **World Wide Web: http://www.prodat.no/fnp/catraxx.html**

When reporting problems, the more information you can provide the better our response can be. If possible, include the following:

> What version of Microsoft Windows are you running? For example, Windows 3.1, Windows for Workgroups, Windows NT or Windows 95.

- What version of CATraxx are you running? You can determine this by choosing **About CATraxx** from the CATraxx **Help** menu. Include the entire "version line" in your report; for example 2.50.00.

- Is the problem reproducible? If so, how?

- If you see a dialog box with an error message when the problem occurs,   if possible include the full text of the dialog box, the text in the title bar and the error number.

Technical Information

catraxx.ini
"dbname".ini
Minimum System Requirements
Files Needed to Run CATraxx

catraxx.ini

This file is automatically created in the **WINDOWS** directory (usually **C:\WINDOWS**) the first time you run CATraxx, and contains all user specified preferences, window positions and the last database opened.

Do not edit this file manually!

"dbname".ini

Each database you create has a corresponding ini-file with the same name as the database (for example **MUSIC.MDB** and **MUSIC.INI**). This ini-file contains information about the browse layout and sort order.

Minimum System Requirements

To run CATraxx you need:

- 386-based PC or better
- Microsoft Windows 3.1 or Windows 95
- 4 Mbytes memory (6 Mbytes is recommended)
- 4 Mbytes available space on the hard disk

Files Needed to Run CATraxx

CATraxx needs the following files:

In the program directory (the same directory where **CATRAXX.EXE** is located):

CATRAXX.HLP   **CATRAXX.MEM**   **FIX.EXE**

In the **SYSTEM** directory (usually **C:\WINDOWS\SYSTEM**):

LHA.DLL	**CMDIALOG.VBX**	**MHTIP.VBX**
MHRUN400.DLL	**MCI.VBX**	**MSMASKED.VBX**
MSAES110.DLL	**MHCB200.VBX**	**MUSCLE.VBX**
MSAFINX.DLL	**MHCM200.VBX**	**SSDATA2.VBX**
MSAJT112.DLL	**MHPFST.VBX**	**THREED.VBX**
MSAJT200.DLL	**MHPFST.VBX**	**VSVIEW.VBX**
VBDB300.DLL	**MHSL200.VBX**	
VBRUN300.DLL	**MHTAB.VBX**	

Several report files were copied to the program directory during installation: **MEMO.LIA** (line report album)**, MEMO.LIT, MUSICIAN.LIT** (line reports track)**, DEFAULT.LSA** (list report album)**, DEFAULT.LST** (list report track)**, ARTIST1.SRA, ARTIST2.SRA, CATEGORY.SRA, COMPANY.SRA, CONDITI.SRA, COUNTRY.SRA, FORMAT.SRA, LABEL.SRA** (summary reports album)**, ARTIST.SRT, MIXER.SRT, MUSICIAN.SRT, PRODUCER.SRT** and **SONGWRIT.SRT** (summary reports track)**.**

A sample database (**SAMPLE.MDB**) was also copied to the program directory during installation. This database contains information about 30 albums. We recommend that you open the sample database the first time you run CATraxx. Most examples in the documentation are referring to this database.

In addition, CATraxx will automatically create the file catraxx.ini in your **WINDOWS** directory (usually **C:\WINDOWS**).

Dialog boxes

A dialog box is window that is shown temporarily after you have selected a command, for example chosen a menu option or pressed a button. Dialogs need to be closed before you can select another menu option. Buttons with three dots (for example **Transfer...**) activates another dialog box when it is pressed.

Database
Lookup Tables
Edit Albums
Edit Tracks
Search
Reports
Miscellaneous

Database

Backup Database
Browse Layout - Album
Browse Layout - Track
Change Sort Order - Album
Change Sort Order - Track
Create New Database
Define Browse Layout
Define Sort Order
Export
Import
Merge Databases
Open Database
Restore Backup
Restore Backup To
Save Database As
Split Database
Transfer Field Names
User-defined Fields

Lookup Tables

Edit Artist
Edit Category
Edit Company
Edit Condition
Edit Country
Edit Distributor
Edit Format
Edit Instrument
Edit Label
Edit Person
Edit Studio
Edit User-defined
Format groups
Line-up
Line-up, Add Person
Line-up, Period
Line-up, Instrument
Lookup Table Artist
Lookup Table Category
Lookup Table Company
Lookup Table Condition
Lookup Table Country
Lookup Table Distributor
Lookup Table Format
Lookup Table Instrument
Lookup Table Label
Lookup Table Person
Lookup Table Studio
Lookup Table User-defined
Transfer Lookup Tables
Transfer Lookup Tables From

Edit Albums

Adjust Value

Artist Album

Load Cover

Total Value

View Artist - Edit

View Artist - Tracks

View Information From Tracks - Artist

View Information From Tracks - Mixer

View Information From Tracks - Musician

View Information From Tracks - Producer

View Information From Tracks - Songwriter

View Information From Tracks - Studio

View Mixer- Edit

View Mixer - Track

View Musician - Edit

View Musician - Track

View Producer - Edit

View Producer - Tracks

View Songwriter - Edit

View Songwriter - Tracks

View Studio - Edit

View Studio - Tracks

Edit Tracks

Active Track
Add Musician
Artist Track
Change Order
Change Side
Change Side - New Track
Default Information
Instrument
Mixer
Musicians
Producer
Songwriter
Studio
View Tracks

Search

Advanced Search
Advanced Search - Sub-criterion
Cross-references
Find Track
Find Album
Search Result
Show Field Values
Show Field Values - Select Value
Simple Search
Special Search - Artist Album
Special Search - Artist Track
Special Search - Mixer
Special Search - Musician
Special Search - Producer
Special Search - Song: More Than One Version
Special Search - Songwriter
Special Search - Studios

Reports

Miscellaneous

About CATraxx
CD Player
Change Track Order
Information
Preferences
System Information

Dialog Backup Database

In this dialog you specify where you want to backup the open database to. Please note that if a database is too large to fit onto one diskette, it is automatically split in two or more parts. The file on diskette no. 1 is named "**dbname".001**, the file on diskette no. 2 is named "**dbname".002** and so on.

Please note that you cannot simply copy the necessary file(s) from the diskette(s) to your hard disk. You must use CATraxx's internal routines to do this.

Dialog options

Directories
  Select the directory where you want to backup the database to.
Drives
  Select the drive where you want to backup the database to.
OK
  Press this button to accept the selected drive/directory and start the backup process.
Cancel
  Press this button to cancel.

Dialog Browse Layout - Album

Use this dialog to select the browse layout you want to activate. Default browse layout is **Artist, Album title, Format** and **Released**. You may define up to 5 browse layouts yourself.

See also: <u>Change Browse Layout Album</u>

Dialog options

Active layout
    Select the layout to activate.

OK
    Press this button to activate the selected layout.

Cancel
    Press this button to cancel and close the dialog.

Edit
    Press this button the edit the selected layout.

Dialog Browse Layout - Track

Use this dialog to select the browse layout your want to activate. Default browse layout is **Song title, Artist** and **Album title**. You may define up to 5 browse layouts yourself

See also: Change Browse Layout Track

Dialog options

Active layout
　　Select the layout to activate.

OK
　　Press this button to activate the selected layout.

Cancel
　　Press this button to cancel and close the dialog.

Edit
　　Press this button the edit the selected layout.

This layout is used when you choose **Tracks** from the **View** menu (dialog View Track) and *not* in the window Tracks.

Dialog Change Sort Order - Album

Use this dialog to select the sort order you want to activate. Default sort order is based on **Artist**, **Released** and **Album title**.

See also: Change Sort Order Album

Dialog options

Active sort order
Select the sort order to activate.

OK
Press this button to activate the selected sort order.

Cancel
Press this button to cancel and close the dialog.

Edit
Press this button the edit the selected sort order

Dialog Change Sort Order - Track

Use this dialog to select the sort order you want to activate. Default sort order is based on **Song title**.

See also: Change Sort Order Track

Dialog options

Active sort order
Select the sort order to activate.

OK
Press this button to activate the selected sort order.

Cancel
Press this button to cancel and close the dialog.

Edit
Press this button the edit the selected sort order.

This sort order is used when you choose **Tracks** from the **View** menu (dialog View Track) and *not* in the window Tracks!

Dialog Create New Database

In this dialog you specify the name of the new database you want to create.

Dialog options

Filename
Type the name of the database. The name should be one that easily reminds you of the information in the database, for example MUSIC or MUSICLIB. As with other Windows file names, it cannot have more than eight characters The file extension identifying the database, .MDB, is added automatically.

Directories
Select the drive and directory where you want to create the database if it is different from the CATraxx directory. In general, we recommend that you do not change the directory.

List files of type
Select file type. CATraxx's databases should always have the file extension **MDB**.

Drives
Select the drive where you want to create the new database.

Dialog Define Browse Layout

In this dialog you specify the fields you want to include in the browse list (window Browse or dialog View Tracks).

Dialog options

List 1
   This list displays all fields that are available.

>
   Press this button to move the selected field from list 1 to list 2.

<
   Press this button to remove the selected field from list 2.

List 2
   This list displays the fields you have chosen.

Up
   Press this button to move the selected field up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Down
   Press this button to move the selected field down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Title
   You may give the layout a name to make it easier to separate the various layouts in the dialog Browse Layout - Album or Browse Layout - Track. Maximum length of the title is 40 characters.

Fixed columns
   Enter number of fixed columns. Fixed columns are *always* shown, even when you use the scrollbar to view the columns to the right, that may not initially be shown.

OK
   Press this button to save changes and close the dialog.

Cancel
   Press this button to ignore any changes and close the dialog.

Width
   Here you may enter the width of the selected column. The width is specified as number of characters. If you have selected a non proportional font (like Arial) the width is calculated on the basis of the average character width.

Font
   Press this button to change the font size and/or style, or to choose another font.

Dialog Define Sort Order

In this dialog you choose the fields that you want to use the sort criterion.

Dialog options

List 1
This list displays all fields that are available.

>
Press this button to move the selected field from list 1 to list 2.

<
Press this button to remove the selected field from list 2.

List 2
This list displays the fields you have chosen.

Up
Press this button to move the selected field up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Down
Press this button to move the selected field down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Order
   Ascending Letters are sorted from A to Z and numbers from 0 to 9.
   Descending   Letters are sorted from Z to A and numbers from 9 to 0.

Title
You may give the layout a name to make it easier to separate the various layouts in the dialog Change Sort Order - Album or Change Sort Order - Track. Maximum length of the title is 40 characters.

OK
Press this button to save changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

In the summary report, records are first sorted on the fields used in the groups and then on the fields you specify here.

It is not possible to sort on the following fields: **Instrument, Mixer, Musician, Producer, Songwriter** and **Studio**.

Dialog Export

Use this dialog to export data to an ASCII-file (a plain text file). The item called **<dummy>** is used to specify that CATraxx should include an empty string in this position (for example **Artist, <dummy>** and **Album title** may give this result; "R.E.M.", "", "Monster").

Dialog options

Browse
Press this button to specify the file to export to.

Separator
Specify whether CATraxx should use a comma or TAB as the separator.

Subset
Check this if you want CATraxx to only export marked albums or tracks.

OK
Press this button to start.

Cancel
Press this button to close the dialog.

Dialog Import

Use this dialog when you want to import data from an ASCII-file (a plain text file). The item called **<dummy>** is used to specify that a field from the ASCII-file should not be imported.

All records must be separated by a character-return (if you open the file in a text editor like Notepad, all records are then shown on a separate line). All text fields must be contained within double-quotation marks ("Automatic For The People"). Logical fields may either be specified as **T, Y, -1, 1** (true) or **F, N, 0** (false). Date fields must use the format **YYYYMMDD** (19960826).

Dialog options

Browse
  Press this button to specify the file to import from.
Separator
  Specify whether a comma or TAB is used as separator.
OK
  Press this button to start.
Cancel
  Press this button to close the dialog.

It is only possible to import data about albums, not tracks.

Dialog Merge Databases

In this dialog you specify the database you want to transfer albums from. All albums in this database is transferred to the currently open database.

Dialog options

Filename
Enter or select the database you want to transfer the albums from.

Directories
Select the directory where the database is located.

List files of type
Select file type. CATraxx's databases should always have the file extension **MDB**.

Drives
Select the drive where the database is located.

Dialog Open Database

In this dialog you specify the database you want to open.

Dialog options

Filename
Enter the database you want to open.

Directories
Select the directory where the database is located if it is different from the CATraxx directory.

List files of type
Select file type. CATraxx's databases should always have the file extension **MDB**.

Drives
Select the drive where the database is located if it is different from the CATraxx directory.

Dialog Restore Backup

In this dialog you specify where the database you want to restore is located.

Dialog options

Directories
　　Select the directory where the backup is located.

Drives
　　Select the drive where the backup is located.

OK
　　Press this button to accept the selected drive/directory and continue.

Cancel
　　Press this button to cancel.

Dialog Restore Backup To

In this dialog you specify where you want to restore the database to.

Dialog options

Directories
Select the directory where you want to restore the database to.

Drives
Select the drive where you want to restore the database to.

OK
Press this button to accept the selected drive/directory and start the restore process.

Cancel
Press this button to cancel.

Dialog Save Database As

In this dialog you specify the new name you want to save the database as.

Dialog options

Filename
Type the name of the database. The file extension identifying the database, .MDB, is added automatically.

Directories
Select the directory where you want to save the database.

List files of type
Select file type. CATraxx's databases should always have the file extension **MDB**.

Drives
Select the drive where you want to save the database.

Dialog Split Database

In this dialog you specify the name of the database you want to transfer the marked albums to.

Dialog options

Filename
Type the name of the database. The file extension identifying the database, .MDB, is added automatically.

Directories
Select the directory where the database is located/is to be created.

List files of type
Selelct file type. CATraxx's databases should always have the file extension **MDB**.

Drives
Select the drive where the database is located/is to be created.

If you have chosen to transfer albums to a *new* database, an existing database with the same name will be deleted.

Dialog Transfer Field Names

In this dialog you specify the database you want to transfer the field names from.

Dialog options

Filename
Type the name of the database you want to transfer the field names from.

Directories
Select the directory where the database is located.

List files of type
Select file type. CATraxx's databases should always have the file extension **MDB**.

Drives
Select the drive where the database is located.

Dialog User-defined Fields

Use this dialog to change the name of the special info fields. You may use these fields to store whatever information you need.

Dialog options

OK
　　Press this button to save changes and close the dialog.

Cancel
　　Press this button to ignore any changes and close the dialog.

Transfer
　　Press this button to transfer field names from another database.

None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told CATraxx that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

Dialog About CATraxx

This dialog displays program information, version number and copyright.

Dialog CD Player

In this dialog you control the CD in your CD-ROM. If the CD is linked to the database, CATraxx reads **Artist** and **Album title** from the album, and **Artist, Song title** and **Songwriter** from the current track.

Dialog options

Start
　　Press this button to play the CD from the start of the first track. If in 'Random Order' mode, play is started at a randomly selected track.

Pause
　　Press this button to pause the CD at the current position or continue play from a previously paused position.

Previous track
　　Press this button to start play at the previous track.

Next track
　　Press this button to start play at the next track. If in 'Random Order' mode, play is started at a randomly selected track from the tracks that have not yet been played.

Stop
　　Press this button to stop the CD.

Eject
　　Press this button to eject the CD from the CD-ROM (please note that some CD-ROMs do not support this).

Close
　　Press this button the close the dialog.

Scrollbar
　　Use the scrollbar to change the position within the current track.

Track order
　　Press this button to change the track order.

Information
　　Press this button to view the length of all tracks and the total length of the CD.

Random
　　Check this to play the tracks in random order (sometimes called 'shuffle mode').

Repeat
　　Press this button to re-start track 1 when the last track has finished.

Introscan
　　Press this button to play only the first 20 seconds of each track on the CD.

You link a CD to the active album by choosing **Link to CD** from the **Album** menu.

If you are using Windows 95, please see <u>CD-ROM And Windows 95</u>.

Dialog Change Track Order

In this dialog you change the order of the tracks. Changes to the track order are automatically saved and used next time the same CD is played.

Dialog options

List 1
   This list displays all tracks that are available.

>
   Press this button to move the selected track from list 1 to list 2.

<
   Press this button to remove the selected track from list 2.

>>
   Press this button to remove all tracks from list 2.

List 2
   This list displays the tracks you have chosen.

Up
   Press this button to move the selected track up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Down
   Press this button to move the selected track down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

OK
   Press this button to save changes and close the dialog.

Cancel
   Press this button to ignore any changes and close the dialog.

If this list is empty, all tracks are accessed in the same order as they appear on the CD.

Dialog Information

This dialog displays the length of all tracks and the total length of the CD.

Dialog Preferences

In this dialog you change user preferences.

Dialog options

Data fields/Show fields
   Select the fields you want to include in lists (drop-down lists and list boxes) in search and report dialogs. By default, none of the special info fields (user-defined fields) are selected.

Data fields/Song title
   Check this if you want CATraxx to include **(live)** in the song title when the song is a live recording, for example **Losing My Religion (live)**.

Data fields/Sorting name
   Check this if you want names (mixer, musician, producer and songwriter) to be displayed using this format: **Last name, First name** (**Stipe, Michael**) when the field is used in the active sort order. This applies to the browse lists (window Browse and dialog View Tracks) and reports. In all other cases, names are always displayed using the format **First name Last name (Michael Stipe)**, excluding lookup lists where the last name *always* is displayed first. This option also affects artists (for example **The Alarm** vs. **Alarm, The** and **Neil Young** vs. **Young, Neil**).

Data entry/Sort automatically
   Check this if you want CATraxx to automatically update the sort order each time a new album is saved.

Data entry/Update position in lists automatically
   Check this if you want CATraxx to automatically update lookup lists when you activate a speed search. This applies to the drop-down lists (for example Company or Format) in the windows Active Album1 and Active Album 2, and in all other list boxes that display information from the lookup tables (for example when you choose **Artist** from the **Lookup** menu). Please note that the update process may take some time if you have added a lot of items and your machine is not that fast. Normally this is not a problem, and we recommend that you check this option.

Data entry/Upper case first character
   Check this if you want CATraxx to make the first character in each word upper case as you type it. This applies to all data fields, except for the memo fields.

Data entry/Max items drop-down list
   Enter the maximum number of items to display simultaneously in a drop-down list that shows information from a lookup table. 10 items is displayed by default.

Data entry/New album - test for
   Check **Album ID** if you want CATraxx to check if the album ID already is used when you add a new album. Check **Artist/Album title/Format** if you want CATraxx to check if you have already added this album (based on **Artist, Album title** and **Format**).

Data entry/Songwriter
   Check this if you want to separate who wrote the lyrics and who wrote the music when you specify songwriters.

Data entry/New musician - Add instrument automatically
   Check this if you want CATraxx to automatically show the dialog Instrument where you specify instrument(s), when you have added a new musician.

Misc/Window Tracks - show artist
   Specifies whether the artists that perform on the tracks are shown in the window Tracks

or not.

Never   The artists are never shown.

When different
from album   The artists are only shown when different from the artists on the album.

Always   The artists are always shown.

Misc/Use bold font
Check this if you want CATraxx to use a bold font (common in Window 3.1) instead of a normal font (common in Windows 95) in all windows. You need to re-start CATraxx to let this option have effect on the windows <u>Active Album1</u>, <u>Active Album 2</u>, <u>Memo</u>, <u>Cover</u> and <u>Tracks</u>. Please note that the <u>window Browse</u> uses it's own font that you may change by choosing **Browse layout/Album** from the **File** menu.

Misc/Use compression - Backup
Check this if you want CATraxx to compress the database when taking backup. When using compression the database may occupy as little as ¼ of the original size.

Misc/Use compression - Save pictures
Check this if you want CATraxx to compress the pictures (album cover). When using compression bitmaps may occupy as little as 1/8 of the original size. Please note that this only affects new pictures you add. Choose **Compress pictures** to compress pictures that already are in the database.

Misc/Compress pictures
Press this button to compress all pictures in the database.

Misc/Decompress pictures
Press this button to decompress all pictures in the database. Uncheck **Use compression - Save pictures** if you do not want to compress new pictures you add.

Reports/Mono printer
Check this if you want to always print in black and white, no matter what color you have chosen. This way, you can use colors in the print preview, but not on the print-out.

Reports/Font
Specify the fonts you want to use. These fonts are used by default, but you may override this in the various reports (by pressing the **Page setup** button).

Heading   Is used on the heading that is printed at the beginning of the first page.

Normal   Is used on the rest of the report.

Reports/Margins
Specify the margins that are used by default in all reports. You may override this in the various reports (by pressing the **Page setup** button).

Left   Left margin, in inches or centimeters.

Right   Right margin, in inches or centimeters.

Top   Top margin, in inches or centimeters.

Bottom   Bottom margin, in inches or centimeters.

Reports/Units of measurement
Select either centimeters or inches.

Reports/Filter
Select whether you want to use a simple or advanced filter in the reports.

Search/Toolbar
Select the search command you want to activate when you press the search-icon on the toolbar.

Search/Show number of records found
Check this if you want CATraxx to show you how many records (that is, albums or tracks) that were found in the last search.

Search/Search tracks -   show albums
  Check this if you want CATraxx to mark the tracks that were found when you search for tracks, but want the albums these tracks are located on as the search result. You may then choose **Tracks** from the **View** to look at these tracks.

OK
  Press this button to save and activate the changes, then close the dialog.

Cancel
  Press this button to close the dialog without saving any changes.

Dialog System Information

This dialog gives you the following information:

- Name of the open database
- Number of albums (total/marked/deleted)
- Number of tracks (total/marked)
- CATraxx version
- DOS version
- Windows version
- Memory
- Free system resources (GDI/USER)

Dialog Edit Artist

In this dialog you enter information about the artist.

Dialog options

Artist
Maximum length is 50 characters. We recommend that you use the format **Last name, First name** for solo artists (for example "**Young, Niel**" or "**Hersh, Kristin**"). The name is then first sorted on last name, then on first name. Group names with "The" in the name, should be entered like this; "**Alarm, The**" or "**Lemonheads, The**". Always use comma as the separator between the first and last name.

Group/Solo artist
Specify whether the artist is a group or a solo artist.

Formed/Born
Enter the date or year when the group was formed, or the date or year the person was born.

Disbanded/Dead
Enter the date or year when the group was disbanded, or the date or year the person died.

Country
Specify the country where the artist is from.

Memo
This field is for comments. You may use up to 10000 characters.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Line-up
You may specify line-up (that is, the members of the group). This information can be used when you want to specify musicians that participate on a specific track. If you use this feature, you save a lot of time when you add new tracks.

Press **Ctrl+W** when the drop-down list **Country** has the focus to add a new item to the list.

Press **Ctrl+Enter** to add a new line to the memo field.

Click with the 'other' mouse-button on the drop-down list to activate a popup-menu with these options:

- New Country
- Edit Lookup Table

Dialog Edit Category

In this dialog you enter information about the category.

Dialog options

Category
    Maximum length is 50 characters.

Memo
    This field is for comments. You may use up to 10000 characters.

OK
    Press this button to save any changes and close the dialog.

Cancel
    Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Company

In this dialog you enter information about the company.

Dialog options

Company
    Maximum length is 50 characters.

Memo
    This field is for comments. You may use up to 10000 characters.

OK
    Press this button to save any changes and close the dialog.

Cancel
    Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Condition

In this dialog you enter information about the condition.

Dialog options

Condition
   Maximum length is 50 characters.

Memo
   This field is for comments. You may use up to 10000 characters.

OK
   Press this button to save any changes and close the dialog.

Cancel
   Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Country

In this dialog you enter information about the country.

Dialog options

Country
  Maximum length is 50 characters.

Memo
  This field is for comments. You may use up to 10000 characters.

OK
  Press this button to save any changes and close the dialog.

Cancel
  Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Distributor

In this dialog you enter information about the distributor.

Dialog options

Distributor
   Maximum length is 50 characters.

Memo
   This field is for comments. You may use up to 10000 characters.

OK
   Press this button to save any changes and close the dialog.

Cancel
   Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Format

In this dialog you enter information about the format.

Dialog options

Format
   Maximum length is 50 characters.

Items
   Select number of items; 1 for an ordinary album, 2 for a double album and so on.

Sides
   Select number of sides; 1 for albums with only one side like a CD and 2 for albums with two sides like a LP.

Group
   Specify what group the format is to be linked to. CATraxx uses these format groups when creating the statistics report. Please note that an ordinary album and a double album must be separated, for example **LP** and Double **LP**. However, they can both be linked to the same format group.

Memo
   This field is for comments. You may use up to 10000 characters.

OK
   Press this button to save any changes and close the dialog.

Cancel
   Press this button to ignore any changes and close the dialog.

Groups
   Press this button to edit the format groups.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Instrument

In this dialog you enter information about the instrument.

Dialog options

Instrument
Maximum length is 50 characters.

Memo
This field is for comments. You may use up to 10000 characters.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Label

In this dialog you enter information about the label.

Dialog options

Label
Maximum length is 50 characters.

Memo
This field is for comments. You may use up to 10000 characters.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Person

In this dialog you enter information about the person. Please note that this lookup table is used by the following fields; **Mixer, Musician, Producer** and **Songwriter**.

Dialog options

Name
Maximum length is 50 characters. We recommend that you use the format **Last name, First name** (for example "**Young, Niel**" or "**Hersh, Kristin**"). The name is then first sorted on last name, then on first name.

Name ID
CATraxx lets you only add unique names. If two different persons have the same name, use this field to separate them. Maximum length is 5 characters.

Born
Enter the date or year when the person was born.

Dead
Enter the date or year when the person died.

Country
Specify the country where the person is from.

Memo
This field is for comments. You may use up to 10000 characters.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Press **Ctrl+W** when the drop-down list **Country** has the focus to add a new item to the list.

Press **Ctrl+Enter** to add a new line to the memo field.

Click with the 'other' mouse-button on the drop-down list to activate a popup-menu with these options:

• New Country
• Edit Lookup Table

Dialog Edit Studio

In this dialog you enter information about the studio.

Dialog options

Studio
  Maximum length is 50 characters.

Memo
  This field is for comments. You may use up to 10000 characters.

OK
  Press this button to save any changes and close the dialog.

Cancel
  Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit User-defined

In this dialog you enter information to add to the special info (user-defined) lookup table.

Dialog options

User-defined
   Maximum length is 50 characters.

Memo
   This field is for comments. You may use up to 10000 characters.

OK
   Press this button to save any changes and close the dialog.

Cancel
   Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told CATraxx that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

Dialog Format Groups

Each format item can be linked to one of the 14 format groups. CATraxx uses these format groups when creating the statistics report. Please note that an ordinary album and a double album must be separated, for example **LP** and **Double LP**. However, they can both be linked to the same format group.

Dialog options

OK
  Press this button to save any changes and close the dialog.

Cancel
  Press this button to ignore any changes and close the dialog.

Transfer
  Press this button to transfer the names of the format groups from another database.

Dialog Line-up

This dialog displays the persons that have been or are member of the selected group. This information can be used when you want to specify musicians that participate on a specific track. If you use this feature, you save a lot of time when you add new tracks.

You specify the persons that have been a member of this group, what instruments they play and what period they have been a member.

Dialog options

Close
Press this button to save any changes and close the dialog.

Add
Press this button to add a new person as a member of this group.

Remove
Press this button to remove the selected person as a member of this group.

Press **Ctrl+I** to specify what instruments the selected person plays and **Ctrl+P** to specify the period he or she was a member of the group.

As an example, open the sample database, **SAMPLE.MDB**, and check out **Throwing Muses**.

Dialog Line-up, Add Person

Use this dialog to specify the person you want to add as a member of the group. Use the text box to locate the person in the list (if he/she already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

OK
Press this button to choose the selected person.

Cancel
Press this button to close the dialog without selecting any person.

New
Press this button to add a new person. This person is added to the lookup table Person. This table is used by the following fields: **Mixer, Musician, Producer** and **Songwriter**. The name you have entered in the text box is automatically used. This makes it very easy to add a new person when you first have searched for this person and found out that he is not in the database.

Edit
Press this button to edit the selected person.

Delete
Press this button to delete the selected person.

Search
Press this button to search for the person where the last name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Press **Ctrl+1** to activate the text box.

Dialog Line-up, Period

In this dialog you specify in what period the person has been a member of the group. If he or she has been a member in several periods, specify each period separately.

Dialog options

From
    Enter the year when the person became a member of the group.

To
    Enter the year when the person quit the group. If he or she still is a member, let this text box remain empty.

OK
    Press this button to save any changes and close the dialog.

Cancel
    Press this button the ignore any changes and close the dialog.

Dialog Line-up, Instrument

In this dialog you specify the instrument(s) the person plays. Use the text box to locate a instrument in the list (if it already is in the database). As you enter the name of the instrument, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the instrument and press the **Search** button.

Dialog options

List 1
This list displays all instruments in the database.

>
Press this button to move the selected instrument from list 1 to list 2. You may also press **Ctrl+Right arrow**.

<
Press this button to remove the selected instrument from list 2. You may also press **Ctrl+Left arrow**.

List 2
This list displays the instruments you have chosen.

Up
Press this button to move the selected instrument up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the instrument and then press **Ctrl** and hold the mouse-button down while you drag.

Down
Press this button to move the selected instrument down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the instrument and then press **Ctrl** and hold the mouse-button down while you drag.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

New
Press this button to add a new instrument. The instrument you have entered in the text box is automatically used. This makes it very easy to add a new instrument when you first have searched for this instrument and found out that it is not in the database.

Search
Press this button to search for the instrument where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter a instrument in the text box.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Table Artist

You use this dialog to edit the lookup table Artist. Use the text box to locate the artist in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new artist. The name you have entered in the text box is automatically used. This makes it very easy to add a new artist when you first have searched for this artist and found out that it is not in the database.

Edit
Press this button to edit the selected artist.

Delete
Press this button to delete the selected artist.

Search
Press this button to search for the artist where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Table Category

You use this dialog to edit the lookup table Category. Use the text box to locate the category in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new category. The name you have entered in the text box is automatically used. This makes it very easy to add a new category when you first have searched for this category and found out that it is not in the database.

Edit
Press this button to edit the selected category.

Delete
Press this button to delete the selected category.

Set default
Press this button to specify the selected category as a default value that is automatically added to all new albums.

Search
Press this button to search for the category where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Table Company

You use this dialog to edit the lookup table Company. Use the text box to locate the company in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new company. The name you have entered in the text box is automatically used. This makes it very easy to add a new company when you first have searched for this company and found out that it is not in the database.

Edit
Press this button to edit the selected company.

Delete
Press this button to delete the selected company.

Set default
Press this button to specify the selected company as a default value that is automatically added to all new albums.

Search
Press this button to search for the company where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Table Condition

You use this dialog to edit the lookup table Condition. Use the text box to locate the condition in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new condition. The name you have entered in the text box is automatically used. This makes it very easy to add a new condition when you first have searched for this condition and found out that it is not in the database.

Edit
Press this button to edit the selected condition.

Delete
Press this button to delete the selected condition.

Set default
Press this button to specify the selected condition as a default value that is automatically added to all new albums.

Search
Press this button to search for the condition where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Table Country

You use this dialog to edit the lookup table Country. Use the text box to locate the country in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new country. The name you have entered in the text box is automatically used. This makes it very easy to add a new country when you first have searched for this country and found out that it is not in the database.

Edit
Press this button to edit the selected country.

Delete
Press this button to delete the selected country.

Set default
Press this button to specify the selected country as a default value that is automatically added to all new albums.

Search
Press this button to search for the country where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Table Distributor

You use this dialog to edit the lookup table Distributor. Use the text box to locate the distributor in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
    Press this button to close the dialog.

New
    Press this button to add a new distributor. The name you have entered in the text box is automatically used. This makes it very easy to add a new distributor when you first have searched for this distributor and found out that it is not in the database.

Edit
    Press this button to edit the selected distributor.

Delete
    Press this button to delete the selected distributor.

Set default
    Press this button to specify the selected distributor as a default value that is automatically added to all new albums.

Search
    Press this button to search for the distributor where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
    Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Table Format

You use this dialog to edit the lookup table Format. Use the text box to locate the format in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new format. The name you have entered in the text box is automatically used. This makes it very easy to add a new format when you first have searched for this format and found out that it is not in the database.

Edit
Press this button to edit the selected format.

Delete
Press this button to delete the selected format.

Set default
Press this button to specify the selected format as a default value that is automatically added to all new albums.

Search
Press this button to search for the format where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Table Instrument

You use this dialog to edit the lookup table Instrument. Use the text box to locate the instrument in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new instrument. The name you have entered in the text box is automatically used. This makes it very easy to add a new instrument when you first have searched for this instrument and found out that it is not in the database.

Edit
Press this button to edit the selected instrument.

Delete
Press this button to delete the selected instrument.

Search
Press this button to search for the instrument where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Table Label

You use this dialog to edit the lookup table Label. Use the text box to locate the label in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
    Press this button to close the dialog.

New
    Press this button to add a new label. The name you have entered in the text box is automatically used. This makes it very easy to add a new label when you first have searched for this label and found out that it is not in the database.

Edit
    Press this button to edit the selected label.

Delete
    Press this button to delete the selected label.

Set default
    Press this button to specify the selected label as a default value that is automatically added to all new albums.

Search
    Press this button to search for the label where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
    Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Table Person

You use this dialog to edit the lookup table Person. Please note that this table is used by the following field; **Mixer, Musician, Producer** and **Songwriter**. Use the text box to locate the person in the list (if he or she already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new person. The name you have entered in the text box is automatically used. This makes it very easy to add a new person when you first have searched for this person and found out that he or she is not in the database.

Edit
Press this button to edit the selected person.

Delete
Press this button to delete the selected person.

Search
Press this button to search for the person where the last name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Table Studio

You use this dialog to edit the lookup table Studio. Use the text box to locate the studio in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
   Press this button to close the dialog.

New
   Press this button to add a new studio. The name you have entered in the text box is automatically used. This makes it very easy to add a new studio when you first have searched for this studio and found out that it is not in the database.

Edit
   Press this button to edit the selected studio.

Delete
   Press this button to delete the selected studio.

Set default
   Press this button to specify the selected studio as a default value that is automatically added to all new albums.

Search
   Press this button to search for the studio where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
   Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Table User-defined

You use this dialog to edit the special info (user-defined) lookup table. Use the text box to locate the item in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new item. The name you have entered in the text box is automatically used. This makes it very easy to add a new item when you first have searched for this item and found out that it is not in the database.

Edit
Press this button to edit the selected item.

Delete
Press this button to delete the selected item.

Set default
Press this button to specify the selected item as default a value that is automatically added to all new albums.

Search
Press this button to search for the item where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

None of the user-defined fields are shown in field lists (for example when you want to search or print out a report) before you have told CATraxx that it is in use. You do this by selecting **File/Preferences** and select the fields you are using in the list box called **Show fields**.

Dialog Transfer Lookup Tables

In this dialog you select the lookup tables you want to transfer to the open database.

Dialog options

OK
Press this button to start.

Cancel
Press this button to close the dialog.

Dialog Transfer Lookup Tables From

In this dialog you specify the database you want to transfer the lookup tables from.

Dialog options

Filename
Type the database you want to transfer the lookup tables from.

Directories
Select the directory where the database is located.

List files of type
Select file type. CATraxx's databases should always have the file extension **MDB**.

Drives
Select the drive where the database is located.

Dialog Adjust Value

This dialog lets you adjust the value for all ,or only the marked, albums.

Dialog options

Adjust by
Enter the percentage you want to change the value by.

Subset
Check this if you want to adjust the value for only the marked albums.

OK
Press this button to start.

Cancel
Press this button to cancel.

Dialog Artist Album

In this dialog you specify the artist(s) that has released the album. Up the 5 artists may be linked to the same album. Use the text box to locate the artist in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

List 1
    This list displays all artists in the database.

>
    Press this button to move the selected artist from list 1 to list 2. You may also press **Ctrl+Right arrow**.

<
    Press this button to remove the selected artist from list 2. You may also press **Ctrl+Left arrow**.

List 2
    This list displays the artists you have chosen.

Up
    Press this button to move the selected artist up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the artist and then press **Ctrl** and hold the mouse-button down while you drag.

Down
    Press this button to move the selected artist down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the artist and then press **Ctrl** and hold the mouse-button down while you drag.

OK
    Press this button to save any changes and close the dialog.

Cancel
    Press this button to ignore any changes and close the dialog.

New
    Press this button to add a new artist. The artist you have entered in the text box is automatically used. This makes it very easy to add a new artist when you first have searched for this artist and found out that it is not in the database.

Search
    Press this button to search for the artist where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter a artist in the text box.

Press **Ctrl+1** to activate the text box.

Dialog Load Cover

In this dialog you specify the bitmap you want to load and store in the cover field. Only bitmaps are currently supported.

Dialog options

Filename
Type the name of the file.

Directories
Select the directory where the files is located.

List files of type
Select file type (bitmaps should always have the extension **BMP**).

Drives
Select the drive where the file is located.

Dialog Total Value

This dialog displays the total value and the change in value.

Dialog View Artist - Edit

Use this dialog to edit artist for several tracks at the same time.

Dialog options

Artist
    This list displays the artists you have specified.

Tracks
    This list displays all tracks on the album. Select the tracks you want to change artist on by pressing **Ctrl** while you click. To select several tracks, click on the first track you want to select, and drag the mouse-pointer to the last track you want to select.

Keep existing
    Use this check box to tell CATraxx whether to delete the artists that already are added or not. *If you uncheck **Keep existing** CATraxx deletes all artists currently added to the tracks you want to edit!* Let it remain checked if you want to keep the existing artists.

Close
    Press this button to close the dialog. If you have made any changes, you are asked if you want to save them.

Save
    Press this button to save any changes.

Get
    Press this button to get the artists that are already added to the tracks on this album.

Dialog View Artist - Tracks

This dialog displays all the tracks that the selected artist performs on.

Dialog View Information From Tracks - Artist

This dialog displays all artists that performs on the *tracks* on the active album.

Dialog options

Close
   Press this button to close the dialog.

View tracks
   Press this button to look at the tracks the selected artist performs on.

Edit
   Press this button to edit artist for several tracks at the same time.

Dialog View Information From Tracks - Mixer

This dialog displays all mixers that have mixed songs the active album.

Dialog options

Close
   Press this button to close the dialog.
View tracks
   Press this button to look at the tracks the selected mixer has mixed.
Edit
   Press this button to edit mixer for several tracks at the same time.

Dialog View Information From Tracks - Musician

This dialog displays all musicians that play on the active album.

Dialog options

Close
    Press this button to close the dialog.
View tracks
    Press this button to look at the tracks the selected musician plays on.
Edit
    Press this button to edit musician for several tracks at the same time.

Dialog View Information From Tracks - Producer

This dialog displays all producers that have produced tracks on the active album.

Dialog options

Close
　　Press this button to close the dialog.

View tracks
　　Press this button to look at the tracks the selected producer has produced.

Edit
　　Press this button to edit producer for several tracks at the same time.

Dialog View Information From Tracks - Songwriter

This dialog displays all songwriters that have written songs the active album.

Dialog options

Close
Press this button to close the dialog.

View tracks
Press this button to look at the tracks the selected songwriter has written.

Edit
Press this button to edit songwriter for several tracks at the same time.

Dialog View Information From Tracks - Studio

This dialog displays all studios the tracks on the activate album are recorded in.

Dialog options

Close
   Press this button to close the dialog.
View tracks
   Press this button to look at the tracks recorded in the selected studio.
Edit
   Press this button to edit studio for several tracks at the same time.

Dialog View Mixer - Edit

Use this dialog to edit mixer for several tracks at the same time.

Dialog options

Mixer
  This list displays the mixers you have specified.

Tracks
  This list displays all tracks on the album. Select the tracks you want to change mixer on by pressing **Ctrl** while you click. To select several tracks, click on the first track you want to select, and drag the mouse-pointer to the last track you want to select.

Keep existing
  Use this check box to tell CATraxx whether to delete the mixers that already are added or not. *If you uncheck* **Keep existing** *CATraxx deletes all mixers currently added to the tracks you want to edit!* Let it remain checked if you want to keep the existing mixers.

Close
  Press this button to close the dialog. If you have made any changes, you are asked if you want to save them.

Save
  Press this button to save any changes.

Get
  Press this button to get the mixers that are already added to the tracks on this album.

Dialog View Mixer - Tracks

This dialog displays all the tracks that the selected mixer has mixed.

Dialog View Musician - Edit

Use this dialog to edit musician for several tracks at the same time.

Dialog options

Musician
This list displays the musicians you have specified.

Tracks
This list displays all tracks on the album. Select the tracks you want to change musician on by pressing **Ctrl** while you click. To select several tracks, click on the first track you want to select, and drag the mouse-pointer to the last track you want to select.

Keep existing
Use this check box to tell CATraxx whether to delete the musicians that already are added or not. *If you uncheck* **Keep existing** *CATraxx deletes all musicians currently added to the tracks you want to edit!* Let it remain checked if you want to keep the existing musicians.

Close
Press this button to close the dialog. If you have made any changes, you are asked if you want to save them.

Save
Press this button to save any changes.

Get
Press this button to get the musicians that are already added to the tracks on this album.

Dialog View Musician - Tracks

This dialog displays all the tracks that the selected musician plays on.

Dialog View Producer - Edit

Use this dialog to edit producer for several tracks at the same time.

Dialog options

Producer
This list displays the producers you have specified.

Tracks
This list displays all tracks on the album. Select the tracks you want to change producer on by pressing **Ctrl** while you click. To select several tracks, click on the first track you want to select, and drag the mouse-pointer to the last track you want to select.

Keep existing
Use this check box to tell CATraxx whether to delete the producers that already are added or not. *If you uncheck **Keep existing** CATraxx deletes all producers currently added to the tracks you want to edit!* Let it remain checked if you want to keep the existing producers.

Close
Press this button to close the dialog. If you have made any changes, you are asked if you want to save them.

Save
Press this button to save any changes.

Get
Press this button to get the producers that are already added to the tracks on this album.

Dialog View Producer - Tracks

This dialog displays all the tracks that the selected producer has produced.

Dialog View Songwriter - Edit

Use this dialog to edit songwriter for several tracks at the same time.

Dialog options

Songwriter
  This list displays the songwriters you have specified.

Tracks
  This list displays all tracks on the album. Select the tracks you want to change songwriter on by pressing **Ctrl** while you click. To select several tracks, click on the first track you want to select, and drag the mouse-pointer to the last track you want to select.

Keep existing
  Use this check box to tell CATraxx whether to delete the songwriters that already are added or not. *If you uncheck **Keep existing** CATraxx deletes all songwriters currently added to the tracks you want to edit!* Let it remain checked if you want to keep the existing songwriters.

Close
  Press this button to close the dialog. If you have made any changes, you are asked if you want to save them.

Save
  Press this button to save any changes.

Get
  Press this button to get the songwriters that are already added to the tracks on this album.

Please note that it is not possible to specify who wrote the music and who wrote the lyrics in this dialog.

Dialog View Songwriter - Tracks

This dialog displays all the tracks that the selected songwriter has written.

Dialog View Studio - Edit

Use this dialog to edit studio for several tracks at the same time.

Dialog options

Studio
    This list displays the studios you have specified.

Tracks
    This list displays all tracks on the album. Select the tracks you want to change studio on by pressing **Ctrl** while you click. To select several tracks, click on the first track you want to select, and drag the mouse-pointer to the last track you want to select.

Keep existing
    Use this check box to tell CATraxx whether to delete the studios that already are added or not. *If you uncheck* **Keep existing** *CATraxx deletes all studios currently added to the tracks you want to edit!* Let it remain checked if you want to keep the existing studios.

Close
    Press this button to close the dialog. If you have made any changes, you are asked if you want to save them.

Save
    Press this button to save any changes.

Get
    Press this button to get the studios that are already added to the tracks on this album.

Dialog View Studio - Tracks

This dialog displays all the tracks recorded in the selected studio.

Dialog Active Track

The window title indicates what album the track is located on (**Artist, Album title** and **Format**). The tracks position on the album is also shown. With position we mean on what item and what side the track is located. If the track is number 2 on side A, **(A2)** is shown, and if the track is number 4 on side B item 2, **(2-B4)** is shown. The first track you add is always track 1 on side A. When you are ready to add track 1 on side B (does not apply to CDs!), choose **Change side**. Because no other tracks are added to this side, CATraxx asks whether you want to add a new track or a copy of the active track. This corresponds to the buttons **New** and **Copy**. If you have added a track to the wrong position (for example swapped track 4 and 5), simply choose **Change order** and select the right track position.

When you add the first track on the album, the <u>dialog Default Information</u> is shown. Here you enter information that is relevant to all tracks (or most of them). This is usually true for **Artist, Songwriter, Producer, Mixer, Studio**, **Musician** and **Instrument**. The information you enter in this dialog box is automatically added to all new tracks. This way you can save a lot of time. Please note that this applies only when you choose to add a new track (**New**). If you choose to make a copy of the active track (**Copy**), CATraxx ignores this information.

CATraxx can automatically add musicians and instruments based on the artist(s) performing on the track and when the track was recorded. You must then have specified line-up (that is, members of the group) for these artists. To specify line-up, choose **Artist** from the **Lookup** menu, select artist, press the **Edit** button and then press the **Line-up** button. Enter the musicians that have been a members of the group, what instruments they played and in what period they were members (as an example, open the sample database, **SAMPLE.MDB**, and check out **Throwing Muses**). When you want to add musicians, press the **Automatic** button, specify recording year and let CATraxx add the relevant musicians and instruments.

Please note that the persons linked to **Songwriter**, **Producer**, **Mixer** and **Musician** all come from the lookup table Person. As a result you can use standard drag-and-drop techniques to transfer names between these lists. Because **Songwriter / Producer / Mixer** and **Musician** are not shown at the same time, you must drag the pointer over the title **Standard** or **Musician** to make visible the list you want to drop the names on.

CATraxx can automatically read the track length for all tracks on the album. Add first all track (artists, song titles and so on), insert the CD into the CD-ROM player and press the **Read length** button.

Dialog options

Song title
Enter the title of the song. Maximum length is 75 characters.

Artist
The name of the artist that performs on the track.

Length
The length of the track in minutes and seconds. If you have a CD-ROM drive (and are adding tracks from a CD!) you do not need to enter this manually, simply insert the CD into the CD-ROM drive and press the **Read length** button. CATraxx reads the length of *all tracks* on the CD. Please note that you need to add all tracks (song title, artist and so on) *before* you press this button. If you want to manually enter the length, you must use the format **mm:ss**, where m is minutes and s is seconds; for example 03:43.

Recorded
  The year when the song was recorded.

Live
  Check this box if the song is a live recording.

Instrumental
  Check this box if the song is an instrumental.

Mono/Stereo
  Specify whether the recording is in mono or stereo.

Songwriter
  Specify the songwriter(s). By default you can specify who wrote the music and who wrote the lyrics. If you do not want to do this, choose **Preferences** from the **File** menu and uncheck **Data entry - Songwriter - Specify music/lyrics**.

Studio
  Specify the studio(s) where the song was recorded.

Producer
  Specify the producer(s).

Mixer
  Specify the mixer(s).

Musician
  Here you specify the musicians and what instruments they play. CATraxx can automatically add musicians and instruments based on the artist(s) performing on the track and when the track was recorded. You must then have specified line-up (that is, members of the group) for these artists. To specify line-up, choose **Artist** from the **Lookup** menu, select artist, press the **Edit** button and then press the **Line-up** button. Enter the persons that have been a member of the group, what instruments they played and in what period they were members (as an example, open the sample database, **SAMPLE.MDB**, and check out **Throwing Muses**). When you want to add musicians, press the **Automatic** button, specify recording year and let CATraxx add the relevant musicians and instruments.

Memo
  This field is for comments. Maximum length is 10.000 characters.

User-defined 14
  This is a text field with a maximum length of 50 characters.

User-defined 15
  This is a text field with a maximum length of 50 characters.

User-defined 16
  This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 16** from the **Lookup** menu to edit this list

User-defined 17
  This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 17** from the **Lookup** menu to edit this list

User-defined 18
  This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

User-defined 19
  This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

User-defined 20
   This is a logical field that must contain one out of two possible values; checked or not
   checked (true/false, yes/no, on/off).

   Press this button to go to previous track.

   Press this button to go to next track.

   Press this button the mark the track, or release it to unmark the track.

Close
   Press the button to close the dialog.

New
   Press this button to add a new track. A new track is always added to the active side, and
   the default information are automatically added. When you are ready to add track 1 on
   side B (does not appliy to CDs!), press the **Change side** button.

Copy
   Press this button to add a copy of the active track. A new track is always added to the
   active side.

Change side
   Press this button to change the active side, for example from side A to side B, or from
   item 1 to item 2.

Change order
   Press this button if you have added a track to wrong position (for example swapped
   track 4 and 5). Specify new item, side and song number.

Default information
   Press this button to enter information that is relevant to all tracks (or most of them).
   This information is automatically added to all new tracks.

Read length
   Press this button to read the track length for all tracks on the album. Add first all track
   (artists, song titles and so on), insert the CD into the CD-ROM player and *then* press this
   button**.**

Print
   Press this button to print the active track using the full report layout.

You can use standard drag-and-drop technique to transfer names between these lists:
Songwriter, Mixer, Producer and **Musician**.

The following shortcuts are available:

- **Ctrl+A** - add Artist
- **Ctrl+I** - Add Mixer
- **Ctrl+M** - Mark track
- **Ctrl+O** - Add Songwriter
- **Ctrl+P** - Add Producer
- **Ctrl+S** - Add Studio
- **Ctrl+U** - Add Musician

Dialog Add Musician

Use this dialog to specify the person you want to add as a musician on the selected track. Use the text box to locate the person in the list (if he/she already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

OK
    Press this button to choose the selected person.

Cancel
    Press this button to close the dialog without selecting any person.

New
    Press this button to add a new person. This person is added to the lookup table Person. This table is used by the following fields: **Mixer, Musician, Producer** and **Songwriter**. The name you have entered in the text box is automatically used. This makes it very easy to add a new person when you first have searched for this person and found out that he is not in the database.

Edit
    Press this button to edit the selected person.

Delete
    Press this button to delete the selected person.

Search
    Press this button to search for the person where the last name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Press **Ctrl+1** to activate the text box.

Dialog Artist Track

In this dialog you specify the artist(s) that performs on the track. Up the 5 artists may be linked to the same track. Usually the artist is the same as on the album, but on compilations the artist may differ from track to track. Use the text box to locate the artist in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

List 1
    This list displays all artists in the database.

>
    Press this button to move the selected artist from list 1 to list 2. You may also press **Ctrl+Right arrow**.

<
    Press this button to remove the selected artist from list 2. You may also press **Ctrl+Left arrow**.

List 2
    This list displays the artists you have chosen.

Up
    Press this button to move the selected artist up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the artist and then press **Ctrl** and hold the mouse-button down while you drag.

Down
    Press this button to move the selected artist down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the artist and then press **Ctrl** and hold the mouse-button down while you drag.

OK
    Press this button to save any changes and close the dialog.

Cancel
    Press this button to ignore any changes and close the dialog.

New
    Press this button to add a new artist. The artist you have entered in the text box is automatically used. This makes it very easy to add a new artist when you first have searched for this artist and found out that it is not in the database.

Search
    Press this button to search for the artist where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter a artist in the text box.

Press **Ctrl+1** to activate the text box.

Dialog Change Order

In this dialog you change the order of the tracks. If you have added a track to wrong position (for example swapped track 4 and 5), you fix it in this dialog. You specify item, side and song number.

Dialog options

Item
Specify what item the track is located on. You only do this for albums that consists of more the one item (double albums, compilation boxes etc).

Side
Specify if the track is located on side A or side B (only albums with two sides like LPs, vinyl-singles or cassettes).

Song no
Enter the song number.

OK
Press this dialog to change the track order and close the dialog.

Cancel
Press this dialog to close the dialog without changing the track order.

Dialog Change Side

In this dialog you specify what side to activate.

Dialog options

Item
Specify what item to activate. You do this only for albums that consists of more the one item (double albums, compilation boxes etc).

Side
Specify either side A or side B (only albums with two sides like LPs, vinyl-singles or Cassettes).

OK
Press this button to active the specified side.

Cancel
Press this button to close the dialog without changing side.

Dialog Change Side - New Track

In this dialog you specify whether you want to add a new track or a copy of the active track. This corresponds to the buttons **New** and **Copy**.

Dialog options

New
   Press this button to add a new empty track.

Copy
   Press this button to add a new track that is a copy of the active track.

Cancel
   Press this button to close the dialog.

Dialog Default Information

In this dialog you enter information that is relevant to all tracks (or most of them). This is usually true for **Artist, Songwriter, Producer, Mixer, Studio**, **Musician** and **Instrument**. The information you enter in this dialog is automatically added to all new tracks you add. This way you can save a lot of time. Please note that this applies only when you choose to add a new track (**New**). If you choose to make a copy of the active track (**Copy**), CATraxx ignores this information.

Please note that the persons used by **Songwriter**, **Producer**, **Mixer** and **Musician** all come from the lookup table Person. As a result you can use standard drag-and-drop technique to transfer names between these lists. Because **Songwriter/Producer/Mixer** and **Musician** are not shown at the same time you must drag the mouse pointer over the **Standard** tab or the **Musician** tab to make the list you want to drop the names on is visible.

Dialog options

Artist
> The name of the artist that performs on the track.

Recorded
> The year when the song was recorded.

Live
> Check this box if the song is a live recording.

Instrumental
> Check this box if the song is an instrumental.

Mono/Stereo
> Specify whether the recording is in mono or stereo.

Songwriter
> Specify the songwriter(s). By default you can specify who wrote the music and who wrote the lyrics. If you do not want to do this, choose **Preferences** from the **File** menu and uncheck **Data entry - Songwriter - Specify music/lyrics**.

Studio
> Specify the studio(s) where the song was recorded.

Producer
> Specify the producer(s).

Mixer
> Specify the mixer(s).

Musician
> Here you specify the musicians and what instruments they play. CATraxx can automatically add musicians and instruments based on the artist(s) performing on the track and when the track was recorded. You must then have specified line-up (that is, members of the group) for these artists. To specify line-up, choose **Artist** from the **Lookup** menu, select artist, press the **Edit** button and then press the **Line-up** button. Enter the persons that have been a member of the group, what instruments they played and in what period they were members (as an example, open the sample database, **SAMPLE.MDB**, and check out **Throwing Muses**). When you want to add musicians, press the **Automatic** button, specify recording year and let CATraxx add the relevant musicians and instruments.

Memo

This field is for comments. Maximum length is 10.000 characters.

User-defined 14
This is a text field with a maximum length of 50 characters.

User-defined 15
This is a text field with a maximum length of 50 characters.

User-defined 16
This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 16** from the **Lookup** menu to edit this list

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This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 17** from the **Lookup** menu to edit this list

User-defined 18
This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

User-defined 19
This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

User-defined 20
This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

OK
Press this button to save the information and close the dialog.

Cancel
Press this button to close the dialog.

Clear
Press this button to clear all fields.

The following shortcuts are available:

- **Ctrl+A** - add Artist
- **Ctrl+I** - Add Mixer
- **Ctrl+O** - Add Songwriter
- **Ctrl+P** - Add Producer
- **Ctrl+S** - Add Studio
- **Ctrl+U** - Add Musician

Dialog Instrument

In this dialog you specify the instruments the selected musician plays. Use the text box to locate the instrument in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

List 1
　　This list displays all instrument in the database.

>
　　Press this button to move the selected instrument from list 1 to list 2. You may also press **Ctrl+Right arrow**.

<
　　Press this button to remove the selected instrument from list 2. You may also press **Ctrl+Left arrow**.

List 2
　　This list displays the instruments you have chosen.

Up
　　Press this button to move the selected instrument up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the instrument and then press **Ctrl** and hold the mouse-button down while you drag.

Down
　　Press this button to move the selected instrument down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the instrument and then press **Ctrl** and hold the mouse-button down while you drag.

OK
　　Press this button to save any changes and close the dialog.

Cancel
　　Press this button to ignore any changes and close the dialog.

New
　　Press this button to add a new instrument. The instrument you have entered in the text box is automatically used. This makes it very easy to add a new instrument when you first have searched for this instrument and found out that it is not in the database.

Search
　　Press this button to search for the instrument where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter a artist in the text box.

Press **Ctrl+1** to activate the text box.

Dialog Mixer

In this dialog you specify the persons who have mixed the song. Use the text box to locate the person in the list (if he or she already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

List 1
This list displays all persons in the database.

>
Press this button to move the selected person from list 1 to list 2. You may also press **Ctrl+Right arrow**.

<
Press this button to remove the selected person from list 2. You may also press **Ctrl+Left arrow**.

List 2
This list displays the persons you have chosen.

Up
Press this button to move the selected person up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the person and then press **Ctrl** and hold the mouse-button down while you drag.

Down
Press this button to move the selected person down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the person and then press **Ctrl** and hold the mouse-button down while you drag.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

New
Press this button to add a new person. The person you have entered in the text box is automatically used. This makes it very easy to add a new person when you first have searched for this person and found out that he or she is not in the database.

Search
Press this button to search for the person where the last name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter a artist in the text box.

Press **Ctrl+1** to activate the text box.

Dialog Musicians

In this dialog you specify the musicians and what instruments they play. CATraxx can automatically add musicians and instruments based on the artist(s) performing on the track and when the track was recorded. You must then have specified line-up (that is, members of the group) for the artists performing on the track.

Dialog options

OK
　　Press this button to save any changes and close the dialog.

Cancel
　　Press this button to ignore any changes and close the dialog.

Add
　　Press this button to add a new person as a musician on the selected track.

Remove
　　Press this button to remove the selected person as a musician on the selected track.

Automatic
　　Press this button to add musicians and instruments based on the line-up for this artist.
　　To specify line-up, choose **Artist** from the **Lookup** menu, select artist, press the **Edit**
　　button and then press the **Line-up** button.

Press **Ctrl+I** to specify instruments.

Dialog Producer

In this dialog you specify the persons who have produced the song. Use the text box to locate the person in the list (if he or she already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

List 1
   This list displays all persons in the database.

>
   Press this button to move the selected person from list 1 to list 2. You may also press **Ctrl+Right arrow**.

<
   Press this button to remove the selected person from list 2. You may also press **Ctrl+Left arrow**.

List 2
   This list displays the persons you have chosen.

Up
   Press this button to move the selected person up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the person and then press **Ctrl** and hold the mouse-button down while you drag.

Down
   Press this button to move the selected person down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the person and then press **Ctrl** and hold the mouse-button down while you drag.

OK
   Press this button to save any changes and close the dialog.

Cancel
   Press this button to ignore any changes and close the dialog.

New
   Press this button to add a new person. The person you have entered in the text box is automatically used. This makes it very easy to add a new person when you first have searched for this person and found out that he or she is not in the database.

Search
   Press this button to search for the person where the last name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter a artist in the text box.

Press **Ctrl+1** to activate the text box.

Dialog Songwriter

In this dialog you specify the persons who have written the song. Use the text box to locate the person in the list (if he or she already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

List 1
This list displays all persons in the database.

>
Press this button to move the selected person from list 1 to list 2. You may also press **Ctrl+Right arrow**.

<
Press this button to remove the selected person from list 2. You may also press **Ctrl+Left arrow**.

List 2
This list displays the persons you have chosen.

Up
Press this button to move the selected person up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the person and then press **Ctrl** and hold the mouse-button down while you drag.

Down
Press this button to move the selected person down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the person and then press **Ctrl** and hold the mouse-button down while you drag.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

New
Press this button to add a new person. The person you have entered in the text box is automatically used. This makes it very easy to add a new person when you first have searched for this person and found out that he or she is not in the database.

Search
Press this button to search for the person where the last name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter a artist in the text box.

Press **Ctrl+1** to activate the text box.

Dialog Studio

In this dialog you specify where the song is recorded. Use the text box to locate the studio in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

List 1
   This list displays all studios in the database.

>
   Press this button to move the selected studio from list 1 to list 2. You may also press **Ctrl+Right arrow**.

<
   Press this button to remove the selected studio from list 2. You may also press **Ctrl+Left arrow**.

List 2
   This list displays the studios you have chosen.

Up
   Press this button to move the selected studio up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the studio and then press **Ctrl** and hold the mouse-button down while you drag.

Down
   Press this button to move the selected studio down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the studio and then press **Ctrl** and hold the mouse-button down while you drag.

OK
   Press this button to save any changes and close the dialog.

Cancel
   Press this button to ignore any changes and close the dialog.

New
   Press this button to add a new studio. The studio you have entered in the text box is automatically used. This makes it very easy to add a new studio when you first have searched for this studio and found out that it is not in the database.

Search
   Press this button to search for the studio where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter a artist in the text box.

Press **Ctrl+1** to activate the text box.

Dialog View Tracks

This dialog displays the tracks without regard for what album they are located on. The window's size and position is automatically saved, and is used the next time you activate it. Choose **Edit** from the **Track** menu to edit the selected track.

Song title	Artist	Album title
Bang And Blame	R.E.M.	Monster
Bea	Throwing Muses	Hunkpapa
Bed Of Nails	Hüsker Dü	Warehouse: Songs and Stories
Being Around	The Lemonheads	Come On Feel the Lemonheads
Belong	R.E.M.	Out of Time
Better Things	Massive Attack	Really Free
Big Gay Heart	The Lemonheads	Come On Feel the Lemonheads
Bright Yellow Gun	Throwing Muses	Bright Yellow Gun
Bright Yellow Gun	Throwing Muses	University
Brother	Alice In Chains	Jar of Flies/Sap
Bullet The Blue Sky (live)	U2	Rattle and Hum
Bushfire	Midnight Oil	Earth and Sun and Moon
Buzz	Throwing Muses	Limbo
Calm Down, Come Down	Throwing Muses	University
Charity, Chastity, Prudence, And Hope	Hüsker Dü	Warehouse: Songs and Stories
Children Of The Grave	Black Sabbath	Master of Reality
Chopsticks	Liz Phair	Whip-smart
Cinco De Mayo	Liz Phair	Whip-smart
Circus Envy	R.E.M.	Monster
Could You Be The One?	Hüsker Dü	Warehouse: Songs and Stories
Counting Backwards	Throwing Muses	The Real Ramona

Track: 1   4 / 350

Dialog Advanced Search

In this dialog you specify the search criterion you want to base the search on. You can use up to 12 fields. You can group the fields in different ways. The search criterion can be saved to a file for later use. You enter information about the sub-criterion you want to include in the query in the same way as you do when you use the simple search. You may use the logical operator **Or** to link two fields. Press the button named **OR** to do this. Two fields that are placed on two lines next to each other are grouped by the logical operator **AND**. You add parentheses by clicking on either **(** or **)**.

Dialog options

Add field
 Press this button to add a new field (field, operator and value, also called a sub-criterion).

Edit
 Press this button the edit the selected sub-criterion.

Remove
 Press this button to remove the selected sub-criterion.

OR
 Press this button to add the **Or** logical operator.

(
 Press this button to add a left parenthesis.

)
 Press this button to add a right parenthesis.

Up
 Press this button to move the selected sub-criterion up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the sub-criterion and then press **Ctrl** and hold the mouse-button down while you drag.

Down
 Press this button to move the selected sub-criterion down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the sub-criterion and then press **Ctrl** and hold the mouse-button down while you drag.

Search subset
 Check this if you want to search only the marked albums or tracks.

Show all
 Check this if you want CATraxx to mark all albums or tracks found during the search and show them (that is, activate the **View Subset** or **View Tracks** command). Uncheck this if you want CATraxx to only show the first album or track found. Then select **Search/Show Next** to show the next.

Show albums
 Check this if you want CATraxx to show what albums the tracks found during the search are located on.

OK
 Press this button to execute the search.

Cancel
 Press this button the close the dialog.

Open

Press this button to open a saved search criterion.

Save

Press this button to save the search criterion.

Save as

Press this button to save the search criterion under a different name.

CATraxx does not distinguish between upper and lower case characters when searching.

Please note that all saved search criterion also can be used as a filter in reports.

Dialog Advanced Search - Sub-criterion

In this dialog you specify the field you want to search in and the value to search for in this part of the search criterion. You must also specify the <u>operator</u> that is used to compare the value of the field with the value you specified (for example **contains**, **less than** or **between**).

CATraxx supports use of wildcards (**?** and). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Dialog options

Field values
> Press this button to select a field value from the list (this is the same list shown when you choose **Show Field Values** from the **Search** menu).

OK
> Press this button to activate the sub-criterion.

Cancel
> Press this button the close the dialog.

CATraxx does not distinguish between upper and lower case characters when searching.

Dialog Cross-references

In this dialog you can create cross-references between albums, tracks, artists, songwriters, musicians, instruments etc. This is an extremely flexible way to search and query data. The result is shown immediately on the screen. You may want to print a report or execute a search based on the cross references.

It is possible to create cross reference based on up to five fields. The dialog box has five list boxes that show the result of the cross references.

Placed right over every list are two drop-down lists. You select field from the left list and operator from the right list:

=	**Is equal to**
>=	**Is greater then or equal to**
<=	**Is less than or equal to**

The operator is by default set to **=**, as this is the most likely choice.

Please note that in many cases if you want to execute a search based on the cross references, you may want to set the operator to **>=**. This is because CATraxx compares the field value with the operator when the search is executed. For example, if you create a cross reference between an artist and all tracks with this artist, and you want to search for all these tracks, you need to select the first track and then select the operator **>=** before the search is executed. If you do not do this, CATraxx will think you want to search for *exactly* the track that is selected in the list (since the operator was set to **=**).

See also: Cross-references 1 - Artist album -> Album title

Cross-references 2 - Artist track -> Producer -> Song title

Cross-references 3 - Instrument -> Musician -> Album title

Menu options

File/New
Close all cross-references and clear all lists.

File/Open
Open saved cross-references.

File/Save
Save cross-references.

File/Save as
Save cross-references under a different name.

File/Close
Close the dialog.

Search/Execute
Execute the search.

Search/Search subset
Check this if you want to search only the marked albums or tracks.

Search/Show all
Check this if you want CATraxx to mark all albums or tracks found during the search and show them (that is, activate the **View Subset** or **View Tracks** command). Uncheck this

if you want CATraxx to only show the first album or track found. Then choose **Show Next** from the **Search** menu to show the next.

Search/Show albums

Check this if you want CATraxx to show what albums the tracks found during the search are located on.

Report

Press this button to print a report.

Dialog Find Album

Use this dialog to search for albums. This is the easiest way to search. You can search for both albums and tracks. CATraxx includes only the fields you have entered values for. Please note that you need to enter two values for some of the fields. For example, if you want to search for albums with a playing time between 40 and 60 minutes, you enter **040:00** and **060:00** in the text boxes for playing time.

Dialog options

Search subset
Check this if you want to search only the marked albums.

Show all
Check this if you want CATraxx to mark all albums found during the search and show them (that is, activate the **View Subset** command). Uncheck this if you want CATraxx to only show the first album found. Then choose **Show Next** from the **Search** menu to show the next.

OK
Press this button to execute the search.

Cancel
Press this button the close the dialog.

Dialog Find Track

Use this dialog to search for tracks. This is the easiest way to search. You can search for both albums and tracks. CATraxx includes only the fields you have entered values for. Please note that you need to enter two values for some of the fields. For example, if you want to search for tracks with a length between 2 and 4 minutes, you enter **002:00** and **04:00** in the text boxes for length.

See also: <u>Search For Tracks - Show All</u>

Dialog options

Search subset
   Check this if you want to search only the marked tracks.

Show all
   Check this if you want CATraxx to mark all tracks found during the search and show them (that is, activate the **View Tracks** command). Uncheck this if you want CATraxx to only show the first track found. Then choose **Show Next** from the **Search** menu to show the next.

Show albums
   Check this if you want CATraxx to show what albums the tracks found during the search are located on.

OK
   Press this button to execute the search.

Cancel
   Press this button the close the dialog.

Dialog Search Result

This dialog displays the albums or tracks that were found during the last search.

Dialog options

Go To
    Press this button to go to the selected album or track.

Close
    Press this button to close the dialog.

Dialog Show Field Values

In this dialog you specify the field you want to search in with the drop-down list. A All unique values are shown in the list box. Select the value you want to search for and choose **OK**. The number of occurrences for each value is also shown. This might be very useful for statistical purposes.

Dialog options

OK
Press this button to execute the search.

Cancel
Press this button the close the dialog.

Report
Press this button to print a report.

Search
Press this button to search for the first item in the list that begins with the value you specify.

Only year
Check this if you want to ignore day and month in date fields.

Sort
    Value   Sorted by the field value (column 2).
    Number   Sorted by the number of occurrences (column 1).

Search subset
Check this if you want to search only the marked albums or tracks.

Show all
Check this if you want CATraxx to mark all albums or tracks found during the search and show them (that is, activate the **View Subset** or **View Tracks** command). Uncheck this if you want CATraxx to only show the first album or track found. Then choose **Show Next** from the **Search** menu to show the next.

Show albums
Check this if you want CATraxx to show what albums the tracks found during the search are located on.

Dialog Show Field Values - Select Value

This dialog displays the values of the selected field. Instead of entering this yourself, you select it from the list.

Dialog options

OK
    Press this button to activate the selected value.

Cancel
    Press this button the close the dialog.

Report
    Press this button to print a report.

Search
    Press this button to search for the first item in the list that begins with the value you specify.

Only year
    Check this if you want to ignore day and month in date fields.

Sort
Value	Sorted by the field value (column 2).
Number	Sorted by the number of occurrences (column 1).

Dialog Simple Search

In this dialog you specify the field you want to search in and the value to search for. You must also specify the <u>operator</u> that is used to compare the value of the field with the value you specified (for example **contains**, **less than** or **between**).

CATraxx supports use of wildcards (**?** and). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Dialog options

Field values
Press this button to select a field value from the list (this is the same list shown when you choose **Show Field Values** from the **Search** menu).

Search subset
Check this if you want to search only the marked albums or tracks.

Show all
Check this if you want CATraxx to mark all albums or tracks found during the search and show them (that is, activate the **View Subset** or **View Tracks** command). Uncheck this if you want CATraxx to only show the first album or track found. Then choose **Show Next** from the **Search** menu to show the next.

Show albums
Check this if you want CATraxx to show what albums the tracks found during the search are located on.

OK
Press this button to execute the search.

Cancel
Press this button the close the dialog.

CATraxx does not distinguish between upper and lower case characters when searching.

Dialog Special Search - Artist Album

Use this dialog to search for albums released by *either one of* or *both* the artists you specify.

Select artist from the drop-down lists. If you want to search for albums released by *both* the artists, select **AND**. If you want to search for tracks released by *only one* of the artists, select **OR**.

Dialog options

Search subset
Check this if you want to search only the marked albums.

Show all
Check this if you want CATraxx to mark all albums found during the search and show them (that is, activate the **View Tracks** command). Uncheck this if you want CATraxx to only show the first album found. Then choose **Show Next** from the **Search** menu to show the next.

OK
Press this button to execute the search.

Cancel
Press this button the close the dialog.

Dialog Special Search - Artist Track

Use this dialog to search for tracks performed by *either one of* or *both* the artists you specify. For example, you may want to search for tracks performed by *both* **Neil Young** and **Crazy Horse**.

Select artist from the drop-down lists. If you want to search for tracks where *both* the artists perform, select **AND**. If you want to search for tracks where *only one* of the artists perform, select **OR**.

Dialog options

Search subset
Check this if you want to search only the marked tracks.

Show all
Check this if you want CATraxx to mark all tracks found during the search and show them (that is, activate the **View Tracks** command). Uncheck this if you want CATraxx to only show the first track found. Then choose **Show Next** from the **Search** menu to show the next.

Show albums
Check this if you want CATraxx to show what albums the tracks found during the search are located on.

OK
Press this button to execute the search.

Cancel
Press this button the close the dialog.

Dialog Special Search - Mixer

Use this dialog to search for tracks where *either one of* or *both* the persons you specify have mixed.

Select person from the drop-down lists. If you want to search for tracks mixed by *both* the persons, select **AND**. If you want to search for tracks mixed by *only one* of the persons, select **OR**.

Dialog options

Search subset
Check this if you want to search only the marked tracks.

Show all
Check this if you want CATraxx to mark all tracks found during the search and show them (that is, activate the **View Tracks** command). Uncheck this if you want CATraxx to only show the first track found. Then choose **Show Next** from the **Search** menu to show the next.

Show albums
Check this if you want CATraxx to show what albums the tracks found during the search are located on.

OK
Press this button to execute the search.

Cancel
Press this button the close the dialog.

Dialog Special Search - Musician

Use this dialog to search for tracks where *either one of* or *both* the persons you specify play on.

Select person from the drop-down lists. If you want to search for tracks that *both* the persons play on, select **AND**. If you want to search for tracks that *only one* of the persons play on, select **OR**.

Dialog options

Search subset
Check this if you want to search only the marked tracks.

Show all
Check this if you want CATraxx to mark all tracks found during the search and show them (that is, activate the **View Tracks** command). Uncheck this if you want CATraxx to only show the first track found. Then choose **Show Next** from the **Search** menu to show the next.

Show albums
Check this if you want CATraxx to show what albums the tracks found during the search are located on.

OK
Press this button to execute the search.

Cancel
Press this button the close the dialog.

Dialog Special Search - Producer

Use this dialog to search for tracks where *either one of* or *both* the persons you specify have produced.

Select person from the drop-down lists. If you want to search for tracks produced by *both* the persons, select **AND**. If you want to search for tracks produced by *only one* of the persons, select **OR**.

Dialog options

Search subset
    Check this if you want to search only the marked tracks.

Show all
    Check this if you want CATraxx to mark all tracks found during the search and show them (that is, activate the **View Tracks** command). Uncheck this if you want CATraxx to only show the first track found. Then choose **Show Next** from the **Search** menu to show the next.

Show albums
    Check this if you want CATraxx to show what albums the tracks found during the search are located on.

OK
    Press this button to execute the search.

Cancel
    Press this button the close the dialog.

Dialog Special Search - Song: More Than One Version

Use this dialog to search for songs that you have more than one version of. This search is based on Song title and, if you want, Songwriter.

Dialog options

Songwriter
Check this if you want to base the search on Song title *and* Song writer.

Search subset
Check this if you want to search only the marked tracks.

Show all
Check this if you want CATraxx to mark all tracks found during the search and show them (that is, activate the **View Tracks** command). Uncheck this if you want CATraxx to only show the first track found. Then choose **Show Next** from the **Search** menu to show the next.

Show albums
Check this if you want CATraxx to show what albums the tracks found during the search are located on.

OK
Press this button to execute the search.

Cancel
Press this button the close the dialog.

Dialog Special Search - Songwriter

Use this dialog to search for tracks that *either one of* or *both* the persons you specify have written.

Select person from the drop-down lists. If you want to search for tracks written by *both* the persons, select **AND**. If you want to search for tracks written by *only one* of the persons, select **OR**.

Dialog options

Search subset
Check this if you want to search only the marked tracks.

Show all
Check this if you want CATraxx to mark all tracks found during the search and show them (that is, activate the **View Tracks** command). Uncheck this if you want CATraxx to only show the first track found. Then choose **Show Next** from the **Search** menu to show the next.

Show albums
Check this if you want CATraxx to show what albums the tracks found during the search are located on.

OK
Press this button to execute the search.

Cancel
Press this button the close the dialog.

Dialog Special Search - Studio

Use this dialog to search for tracks recorded in *either one of* or *both* the studios you specify.

Select studio from the drop-down lists. If you want to search for tracks recorded in *both* the studios, select **AND**. If you want to search for tracks recorded in *only one* of the studios, select **OR**.

Dialog options

Search subset
Check this if you want to search only the marked tracks.

Show all
Check this if you want CATraxx to mark all tracks found during the search and show them (that is, activate the **View Tracks** command). Uncheck this if you want CATraxx to only show the first track found. Then choose **Show Next** from the **Search** menu to show the next.

Show albums
Check this if you want CATraxx to show what albums the tracks found during the search are located on.

OK
Press this button to execute the search.

Cancel
Press this button the close the dialog.

Dialog Advanced Filter

In this dialog you specify the filter criterion used to limit the albums or tracks printed. You can use up to 12 fields. You can group the fields in different ways. The filter criterion can be saved to a file for later use. You enter information about the different fields you want to include in the query in the same way as you do when you use the simple filter. You may use the logical operator **Or** to link two fields. Press the button named **OR** to do this. Two fields that are placed on two lines next to each other are grouped by the logical operator **AND**. You add parentheses by clicking on either **(** or **)**.

Dialog options

Add field
　　Press this button to add a new field (field, operator and value, also called a sub-criterion).

Edit
　　Press this button the edit the selected sub-criterion.

Remove
　　Press this button to remove the selected sub-criterion.

OR
　　Press this button to add the **Or** logical operator.

(
　　Press this button to add a left parenthesis.

)
　　Press this button to add a right parenthesis.

Up
　　Press this button to move the selected sub-criterion up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the sub-criterion and then press **Ctrl** and hold the mouse-button down while you drag.

Down
　　Press this button to move the selected sub-criterion down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the sub-criterion and then press **Ctrl** and hold the mouse-button down while you drag.

OK
　　Press this button to activate the filter and close the dialog.

Cancel
　　Press this button the close the dialog.

Open
　　Press this button to open a saved filter criterion.

Save
　　Press this button to save the filter criterion.

Save as
　　Press this button to save the filter criterion under a different name.

CATraxx does not distinguish between upper and lower case characters in the filter.

The filter criterion is saved as part of the report.

Dialog Advanced Filter - Sub-criterion

In this dialog you specify the field and value you want to base this part of the filter criterion on. You must also specify the operator that is used to compare the value of the field with the value you specified (for example **contains**, **less than** or **between**).

CATraxx supports use of wildcards (**?** and). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Dialog options

Field values
   Press this button to select a field value from the list (this is the same list that is shown when you choose **Show Field Values** from the **Search** menu).

OK
   Press this button to activate the sub-criterion.

Cancel
   Press this button the close the dialog.

Dialog Choose Field

In this dialog you choose the field to add to the report.

Dialog options

OK
  Press this button to choose the selected field and close the dialog.
Cancel
  Press this button to close the dialog.

Dialog Cover Report

This report prints **Artist, Album title** and the **Cover**

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    Test print   Check this to only print the first page.

Include
    All   All albums.
    Subset   Only the subset (that is, albums that are marked).
    Filter   Use a filter to specify what albums to print.

New page
    Check this if you want each album to be printed on a separate page.

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Filter
    Press this button to create a filter that limits what albums to print.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

Print
    Press this button to print the report.

Close
    Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Dialog Discography

This report lists all albums released by the specified artist. The following fields are printed: **Released, Album title, Company, Label** and **Catalog no**. If you want, the tracks may also be included.

See also: Discography

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Tracks
    Check this to include the tracks.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
    Press this button to view the ASCII-file when when printing to a file is finished.

Print
    Press this button to print the report.

Close
    Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

The report uses all available space on the page (page width minus left and right margin). Increase the right margin if you think the report is too "wide".

Dialog Full Report Album

This report provides you with a detailed view all information entered about the albums. Every album is printed on a separate page. You should always disable the page numbering.

Dialog options

Print to
Printer	Print the report to the printer.
Screen	View the report on the screen.
File	Print the report to a file.
Test print	Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
All	All albums.
Subset	Only the subset (that is, albums that are marked)
Filter	Use a filter to specify what albums to print.

Memo
Check this to print the memo field.

Musicians
Check this to print the musicians.

Filter
Press this button to create a filter that limits what albums to print.

Sort
Press this button to change the sort order.

Page setup
Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
Press this button to view the ASCII-file when when printing to a file is finished.

Print
Press this button to print the report.

Close
Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

The report uses all available space on the page (page width minus left and right margin). Increase the right margin if you think the report is too "wide".

Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the Filter - Specify Criterion dialog (simple filter) or the Advanced filter dialog when you press the **Filter** button.

Dialog Full Report Track

This report provides you with a detailed view all information entered about the tracks. Every track is printed on a separate page. You should always disable the page numbering.

Dialog options

Print to

Printer	Print the report to the printer.
Screen	View the report on the screen.
File	Print the report to a file.
Test print	Check this to only print the first page (printer/screen) or first 50 lines (file).

Include

All	All tracks.
Subset	Only the subset (that is, tracks that are marked).
Filter	Use a filter to specify what tracks to print.

Memo
Check this to print the memo field.

Musicians
Check this to print the musicians.

Filter
Press this button to create a filter that limits what tracks to print.

Sort
Press this button to change the sort order.

Page setup
Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
Press this button to view the ASCII-file when when printing to a file is finished.

Print
Press this button to print the report.

Close
Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

The report uses all available space on the page (page width minus left and right margin). Increase the right margin if you think the report is too "wide".

Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the Filter - Specify Criterion dialog (simple filter) or the Advanced filter dialog when you press the **Filter** button.

Dialog Heading

In this dialog you enter the heading that is printed at the beginning of the first page. In the heading you can use the code **<date>**, which causes CATraxx to insert the current date. This is very useful when a report layout is saved. In the lookup table report you can use the code **<lookup>**, to automatically print the name of the lookup table.

Dialog options

OK
    Press this button to save the heading and close the dialog.

Cancel
    Press this button to ignore any changes and close the dialog.

Alignment
    Left justify The heading is left justified.
    Center The heading is centered.
    Right justify The heading is right justified.

Dialog Insurance Report

This report creates a simple list consisting of **Artist, Album title**, **Album ID**, **Price** and **Value**. Price and value is added up and the total sum is printed at the end of the report.

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
    All   All albums.
    Subset   Only the subset (that is, albums that are marked).
    Filter   Use a filter to specify what albums to print.

Field names
    Check this if you want to print the field names at the top of each page.

Ignore decimals
    Check this if you want CATraxx to ignore decimals (**0** vs. **0.00**)

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Filter
    Press this button to create a filter that limits what albums to print.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the <u>dialog Preferences</u> are used.

View file
    Press this button to view the ASCII-file when when printing to a file is finished.

Print
    Press this button to print the report.

Close
    Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the <u>Filter - Specify Criterion</u> dialog (simple filter) or the <u>Advanced filter</u> dialog when you press the **Filter** button.

Dialog Line Report Album

This report prints one field on each line. You may save the report layout for later use. The window title displays the name of the report.

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
    All   All albums.
    Subset   Only the subset (that is, albums that are marked).
    Filter   Use a filter to specify what albums to print.

Field names bold
    Check to print the field names in bold.

Right justify field names
    Check this to right justify the field names.

Ignore empty fields
    Check this if you do not want to print fields that are empty.

Ignore decimals
    Check this if you want CATraxx to ignore decimals (**0** vs. **0.00**)

Blank line
    Check this to print a blank line between each album.

List 1
    This list displays all fields that are available.

>
    Press this button to move the selected field from list 1 to list 2.

<
    Press this button to remove the selected field from list 2.

List 2
    This list displays the fields you have chosen.

Up
    Press this button to move the selected field up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Down
    Press this button to move the selected field down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Filter
    Press this button to create a filter that limits what albums to print.

Sort
    Press this button to change the sort order.

Page setup
   Press this button to change margins, fonts, page numbering and columns. By default the settings from the underlined dialog Preferences are used.

View file
   Press this button to view the ASCII-file when when printing to a file is finished.

New
   Press this button to create a new report layout.

Open
   Press this button to open a saved report.

Save
   Press this button to save the report. Always use **lia** as file extension.

Save as
   Press this button to save the report under a different name.

Print
   Press this button to print the report.

Close
   Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the Filter - Specify Criterion dialog (simple filter) or the Advanced filter dialog when you press the **Filter** button.

Dialog Line Report Track

This report prints one field on each line. You may save the report layout for later use. The window title displays the name of the report.

Dialog options

Print to
Printer   Print the report to the printer.
Screen   View the report on the screen.
File   Print the report to a file.
Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
All   All tracks.
Subset   Only the subset (that is, tracks that are marked).
Filter   Use a filter to specify what tracks to print.

Field names bold
Check to print the field names in bold.

Right justify field names
Check this to right justify the field names.

Ignore empty fields
Check this if you do not want to print fields that are empty.

Ignore decimals
Check this if you want CATraxx to ignore decimals (**0** vs. **0.00**)

Blank line
Check this to print a blank line between each track.

List 1
This list displays all fields that are available.

>
Press this button to move the selected field from list 1 to list 2.

<
Press this button to remove the selected field from list 2.

List 2
This list displays the fields you have chosen.

Up
Press this button to move the selected field up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Down
Press this button to move the selected field down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Heading
Press this button to enter a heading that is printed at the beginning of the first page.

Filter
Press this button to create a filter that limits what tracks to print.

Sort
Press this button to change the sort order.

Page setup
Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
Press this button to view the ASCII-file when when printing to a file is finished.

New
Press this button to create a new report layout.

Open
Press this button to open a saved report.

Save
Press this button to save the report. Always use **lit** as file extension.

Save as
Press this button to save the report under a different name.

Print
Press this button to print the report.

Close
Press this button to close the dialog.

![icon]
Press **Ctrl+C** to cancel the report.

![icon]
Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the Filter - Specify Criterion dialog (simple filter) or the Advanced filter dialog when you press the **Filter** button.

Dialog List Report Album

This report prints the fields in columns just like the list in the <u>Browse window</u>. Each album may span up to three lines. You may save the report layout for later use. The window title displays the name of the report.

Dialog options

Print to
Printer   Print the report to the printer.
Screen   View the report on the screen.
File   Print the report to a file.
Test print   Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
All   All albums.
Subset   Only the subset (that is, albums that are marked).
Filter   Use a filter to specify what albums to print.

Field names
Check this if you want to print the field names at the top of each page.

Ignore decimals
Check this if you want CATraxx to ignore decimals (**0** vs. **0.00**)

Only year
Check this if you want to ignore the day and month for date fields.

Blank line
Check this to print a blank line between each album.

Line 1/2/3
Indicates what fields that will be printed on each line. The list displays the fields and the percentage of the net page width each field will occupy. For example, if the page width is 21cm and both left and right margin is set to 1,5cm, net width is 18cm. If you have created 3 columns with the fields **Album title** (50%), **Artist** (25%) and **Album ID** (25%), this corresponds to column widths of 9cm, 4.5cm and 4.5cm.
Indent   Specify the indent from the left margin. Applies only to line 2 and 3.
Right justify   Check this if you want to right justify the line. Applies only to line 2 and 3.
Add field   Press this button to add a new field.
Remove   Press this button to remove the selected field.
Properties   Press this button the edit the selected field's properties.
->   Press this button to move the field to the right.
<-   Press this button to move the field to the left.

Heading
Press this button to enter a heading that is printed at the beginning of the first page.

Filter
Press this button to create a filter that limits what albums to print.

Sort
Press this button to change the sort order.

Page setup
Press this button to change margins, fonts, page numbering and columns. By default the settings from the <u>dialog Preferences</u> are used.

View file

Press this button to view the ASCII-file when when printing to a file is finished.

New

Press this button to create a new report layout.

Open

Press this button to open a saved report.

Save

Press this button to save the report. Always use **lst** as file extension.

Save as

Press this button to save the report under a different name.

Print

Press this button to print the report.

Close

Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

• Simple Filter
• Advanced Filter

Use this menu to select whether you want to activate the <u>Filter - Specify Criterion</u> dialog (simple filter) or the <u>Advanced filter</u> dialog when you press the **Filter** button.

Dialog List Report Track

This report prints the fields in columns just like the list in the <u>View Tracks window</u>. Each track may occupy up to three lines. You may save the report layout for later use. The window title displays the name of the report.

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
    All   All tracks.
    Subset   Only the subset (that is, tracks that are marked).
    Filter   Use a filter to specify what tracks to print.

Field names
    Check this if you want to print the field names at the top of each page.

Ignore decimals
    Check this if you want CATraxx to ignore decimals (**0** vs. **0.00**)

Only year
    Check this if you want to ignore the day and month for date fields.

Blank line
    Check this to print a blank line between each track.

Line 1/2/3
    Indicates what fields that will be printed on each line. The list displays the fields and the percentage of the net page width each field will occupy. For example, if the page width is 21cm and both left and right margin is set to 1,5cm, net width is 18cm. If you have created 3 columns with the fields **Song title** (50%), **Artist** (25%) and **Album ID** (25%), this corresponds to column widths of 9cm, 4.5cm and 4.5cm.
    Indent   Specify the indent from the left margin. Applies only to line 2 and 3.
    Right justify   Check this if you want to right justify the line. Applies only to line 2 and 3.
    Add field Press this button to add a new field.
    Remove   Press this button to remove the selected field.
    Properties Press this button the edit the selected field's properties.
    ->   Press this button to move the field to the right.
    <-   Press this button to move the field to the left.

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Filter
    Press this button to create a filter that limits what tracks to print.

Sort
    Press this button to change the sort order.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the <u>dialog Preferences</u> are used.

View file

Press this button to view the ASCII-file when when printing to a file is finished.

New

Press this button to create a new report layout.

Open

Press this button to open a saved report.

Save

Press this button to save the report. Always use **lst** as file extension.

Save as

Press this button to save the report under a different name.

Print

Press this button to print the report.

Close

Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the Filter - Specify Criterion dialog (simple filter) or the Advanced filter dialog when you press the **Filter** button.

Dialog Page Setup

The page setup dialog lets you specify margins and what fonts to use. You can use one font for the heading and one for the rest of the report. Default page setup is defined by selecting **File/Preferences**. Settings you make here are used by default, but you may override this in the various reports by pressing the **Page Setup** button. In the page setup for each report, you may also specify page numbering and columns.

Dialog options

Default fonts and margins
Check this if you want to use the default fonts and margins specified in the <u>dialog Preferences</u>.

Font
Heading   Is used on the heading that is printed at the beginning of the first page.
Normal   Is used on the rest of the report.

Margins
Left   Left margin, in inches or centimeters.
Right   Right margin, in inches or centimeters.
Top   Top margin, in inches or centimeters.
Bottom   Bottom margin, in inches or centimeters.

Page number
Check this if you want the pages to be numbered.
Top   The page number is printed at the top of the page.
Bottom   The page number is printed at the bottom of the page.
Left justify The page number is left aligned.
Center   The page number is centered.
Right justify   The page number is right aligned.

Columns
Enter number of columns (1 to 5). Please note that when printing to a file, one column is always used.

OK
Press this button the save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Dialog Print Preview

This dialog displays the result of the print preview. We cannot guarantee that the print preview is 100% accurate. It works best with TrueType fonts. Please note that right justified fields not always are placed at the correct position. When printing to the printer everything works fine, though.

Dialog options

Zoom
Select the zoom-level (30-200%).

Press this button to view the first page.

Press this button to view the previous page.

Press this button to view the next page.

Press this button to view the last page.

Close
Press this button to close the dialog.

Dialog Properties

In this dialog you set the selected field's properties.

Dialog options

Title
Enter the name to be printed on top of every page. This applies only to the list report, *not* the line report.

Width
Specify the width as a percentage of the net page width (page width minus left and right margins).

Color
Select a color from this drop-down list.

Bold
Check this if you want CATraxx to print this field in bold.

Upper case
Check this if you want CATraxx to print this field in upper case.

Alignment
The field may be left justified, centered or right justified.

OK
Press this dialog to activate any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Dialog Report - Cross-references

Use this dialog to print the result of the cross-references.

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the <u>dialog Preferences</u> are used.

View file
    Press this button to view the ASCII-file when when printing to a file is finished.

Print
    Press this button to print the report.

Close
    Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Dialog Report - Field Values

Use this dialog to control how the list in the <u>dialog Show Field Values</u>. is printed.

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print   Check this to only print the first page (printer/screen) or first 50 lines (file).

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the <u>dialog Preferences</u> are used.

View file
    Press this button to view the ASCII-file when when printing to a file is finished.

Print
    Press this button to print the report.

Close
    Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Dialog Report Lookup Table

This report prints the contents of the specified lookup table. Please note that you may enter the code **<lookup>** in the heading, to automatically print the name of the lookup table. This way, you can use the same heading for all lookup tables. For example, if you enter "**Lookup table <lookup>, printed on <date>**" as the heading, CATraxx will print "Lookup table Artist, printed on 10.25.1996" if you print the table Artist on Oct 25, 1996.

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Blank line
    Check this if you want to print a blank line between each item.

Memo
    Check this to print the memo field.

Line-up
    Check this to print the members of a group (Applies only to Artist).

Filter
    Use this to limit what items to print. You must specify two values; from and to.

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
    Press this button to view the ASCII-file when when printing to a file is finished.

Print
    Press this button to print the report.

Close
    Press this button to close the dialog.

Press Ctrl+C **to cancel the report.**

Dialog Simple Filter

In this dialog you specify the field and value to base the filter on. You must also specify the operator that is used to compare the value of the field with the value you specified (for example **contains**, **less than** or **between**).

CATraxx supports use of wildcards (**?** and). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Dialog options

Field values
  Press this button to select a field value from the list (this is the same list that is shown when you choose **Show Field Values** from the **Search** menu).

OK
  Press this dialog to activate any changes and close the dialog.

Cancel
  Press this button to ignore any changes and close the dialog.

CATraxx does not distinguish between upper and lower case characters in the filter.

Dialog Statistics Report

This report prints the following statistics: number of albums, number of tracks, playing time, track length, total price and value in addition to a summary of the format groups.

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print   Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
    All   All albums.
    Subset   Only the subset (that is, albums that are marked).
    Filter   Use a filter to specify what albums to print.

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Filter
    Press this button to create a filter that limits what albums to print.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
    Press this button to view the ASCII-file when when printing to a file is finished.

Print
    Press this button to print the report.

Close
    Press this button to close the dialog.

Dialog Summary Report Album

This report lets you order data into groups based on fields you select. A group value is printed only when the value has changed. The detail line is printed the same way as the list report. You may save the report layout for later use.

See also: Summary Report Album

Dialog options

Print to
Printer	Print the report to the printer.
Screen	View the report on the screen.
File	Print the report to a file.
Test print	Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
All	All albums.
Subset	Only the subset (that is, albums that are marked).
Filter	Use a filter to specify what albums to print.

Ignore decimals
Check this if you want CATraxx to ignore decimals (**0** vs. **0.00**)

Only year groups
Check this if you want to ignore the day and month for date fields when used in groups.

Only year details
Check this if you want to ignore the day and month for date fields when used in details.

Groups
Select the fields that are used to group the report. The report is always sorted on these fields. A group value is printed only when the value has changed.
Color	Select the color.
Bold	Check this if you want to print the field in bold.
Upper case	Check this if you want CATraxx to print this field in upper case.
Blank line	Check this if you want CATraxx to print a blank line when the group value has changed.
Indent	Specify the indent from the left margin. Applies only to group 2 and 3.

Details
Indicates what fields that will be printed on the details line. The list displays the fields and the percentage of the net page width each field will occupy. For example, if the page width is 21cm and both left and right margin is set to 1,5cm, net width is 18cm. If you have created 3 columns with the fields **Album title** (50%), **Artist** (25%) and **Album ID** (25%), this corresponds to column widths of 9cm, 4.5cm and 4.5cm.
Indent	Specify the indent from the left margin. Applies only to line 2 and 3.
Right justify	Check this if you want to right justify the line. Applies only to line 2 and 3.
Add field	Press this button to add a new field.
Remove	Press this button to remove the selected field.
Properties	Press this button the edit the selected field's properties.
->	Press this button to move the field to the right.
<-	Press this button to move the field to the left.

Heading
Press this button to enter a heading that is printed at the beginning of the first page.

Filter

Press this button to create a filter that limits what albums to print.

Sort

Press this button to change the sort order.

Page setup

Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file

Press this button to view the ASCII-file when when printing to a file is finished.

New

Press this button to create a new report layout.

Open

Press this button to open a saved report.

Save

Press this button to save the report. Always use **srt** as file extension.

Save as

Press this button to save the report under a different name.

Print

Press this button to print the report.

Close

Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the Filter - Specify Criterion dialog (simple filter) or the Advanced filter dialog when you press the **Filter** button.

Dialog Summary Report Track

This report lets you order data into groups based on fields you select. A group value is printed only when the value has changed. The detail line is printed the same way as the list report. You may save the report layout for later use.

See also: <u>Summary Report Track</u>

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
    All   All tracks.
    Subset   Only the subset (that is, tracks that are marked).
    Filter   Use a filter to specify what tracks to print.

Ignore decimals
    Check this if you want CATraxx to ignore decimals (**0** vs. **0.00**)

Only year groups
    Check this if you want to ignore the day and month for date fields when used in groups.

Only year details
    Check this if you want to ignore the day and month for date fields when used in details.

Groups
    Select the fields that are used to group the report. The report is always sorted on these fields. A group value is printed only when the value has changed.
    Color   Select the color.
    Bold   Check this if you want to print the field in bold.
    Upper case Check this if you want CATraxx to print this field in upper case.
    Blank line Check this if you want CATraxx to print a blank line when the group value has changed.
    Indent   Specify the indent from the left margin. Applies only to group 2 and 3.

Details
    Indicates what fields that will be printed on the details line. The list displays the fields and the percentage of the net page width each field will occupy. For example, if the page width is 21cm and both left and right margin is set to 1,5cm, net width is 18cm. If you have created 3 columns with the fields **Song title** (50%), **Artist** (25%) and **Album ID** (25%), this corresponds to column widths of 9cm, 4.5cm and 4.5cm.
    Indent   Specify the indent from the left margin. Applies only to line 2 and 3.
    Right justify   Check this if you want to right justify the line. Applies only to line 2 and 3.
    Add field Press this button to add a new field.
    Remove   Press this button to remove the selected field.
    Properties Press this button the edit the selected field's properties.
    ->   Press this button to move the field to the right.
    <-   Press this button to move the field to the left.

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Filter
　　Press this button to create a filter that limits what tracks to print.

Sort
　　Press this button to change the sort order.

Page setup
　　Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
　　Press this button to view the ASCII-file when when printing to a file is finished.

New
　　Press this button to create a new report layout.

Open
　　Press this button to open a saved report.

Save
　　Press this button to save the report. Always use **srt** as file extension.

Save as
　　Press this button to save the report under a different name.

Print
　　Press this button to print the report.

Close
　　Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the Filter - Specify Criterion dialog (simple filter) or the Advanced filter dialog when you press the **Filter** button.

Dialog View File

This dialog displays the contents of the ASCII-file.

Main Windows

CATraxx has seven windows that are always visible. The position and size of these windows are automatically saved when you exit the program, and is used the next time you run CATraxx.

CATraxx
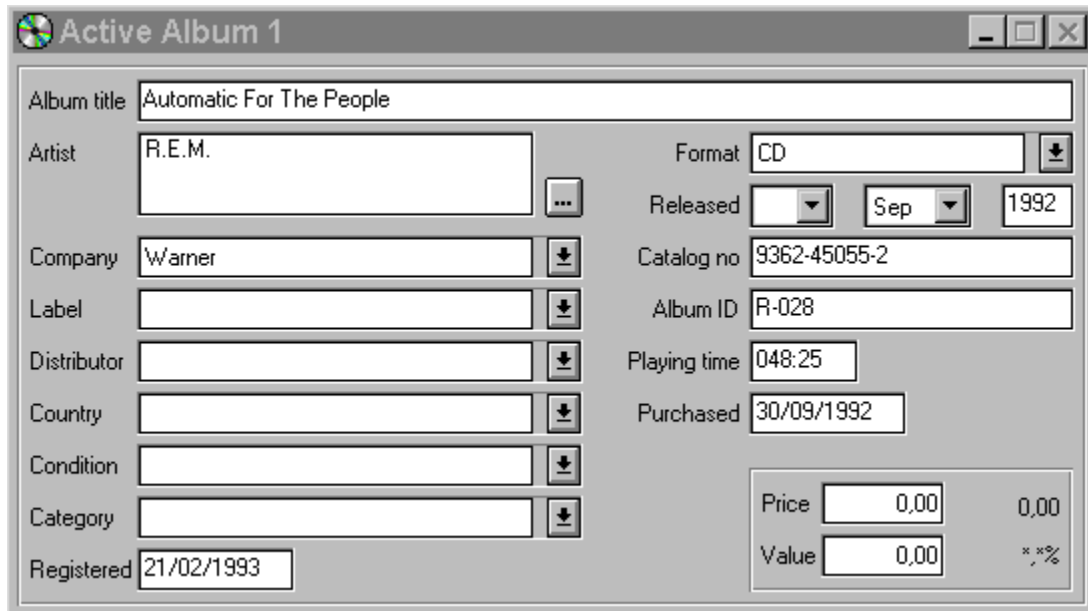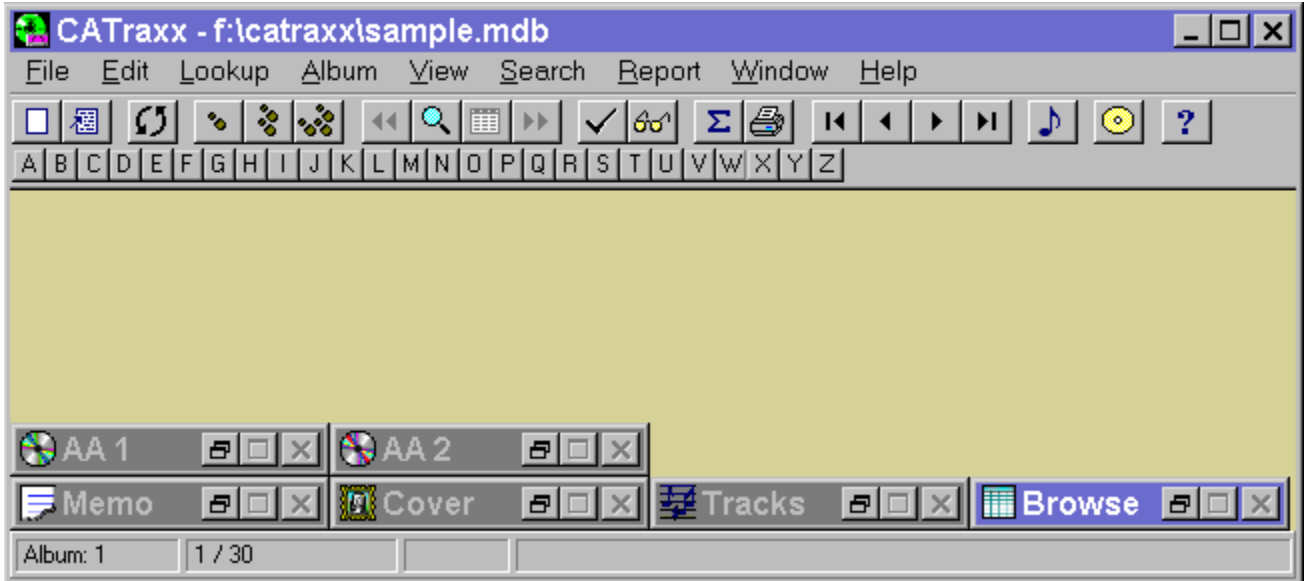Active Album 1
Active Album 2
Cover
Tracks
Memo
Browse

Window "CATraxx"

This is CATraxx's main window. You may resize it, and we recommend that you maximize it. The other six windows are always displayed within the frame of this window. If you minimize it, no other windows are visible. You see the name of the open database in the title bar.

Window "Active Album 1"

This window contains the standard fields. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.

Window "Active Album 2"

This window contains the special info fields. You change the name of these fields by choosing **User-defined Fields** from the **File** menu. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.

None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told CATraxx that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.
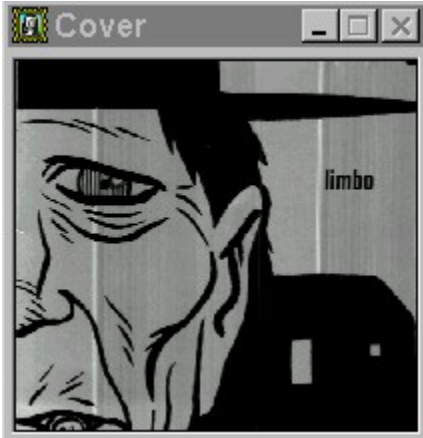
Window "Tracks"

This window shows all the tracks on the active album. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.
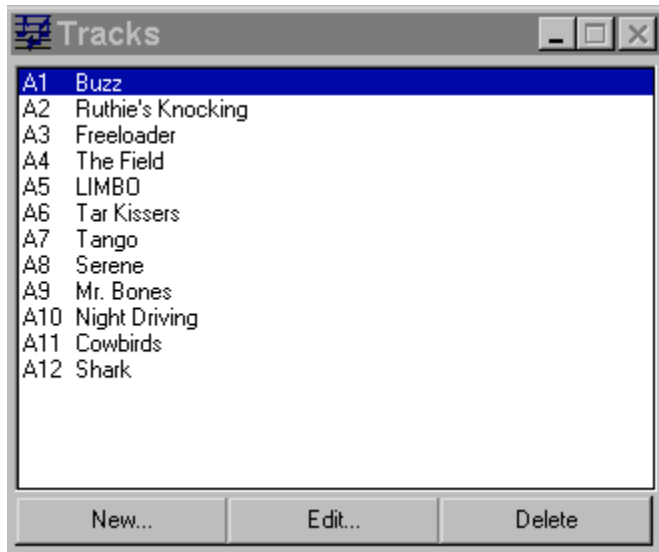
Window "Cover"

This window displays the album cover. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.

Window "Browse"

This window shows a list of all albums. To view only the subset (that is, only marked albums), choose **Subset** from the **View** menu. To change the browse layout, choose **Browse Layout/Album** from the **File** menu. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.

Artist	Album title	Format	Released
The Lemonheads	Come On Feel The Lemonheads	CD	1993
Live	Throwing Copper	CD	09/1994
Midnight Oil	Earth And Sun And Moon	CD	1993
Motorhead	1916	LP	1991
Liz Phair	Wip-smart	CD	10/1994
R.E.M.	Out Of Time	CD	03/1991
R.E.M.	Automatic For The People	CD	09/1992
R.E.M.	Monster	CD	09/1994
Throwing Muses	Hunkpapa	CD	1989
Throwing Muses	The Real Ramona	CD	1991
Throwing Muses	Bright Yellow Gun	CDS	12/1994
Throwing Muses	University	CD	16/01/1995
Throwing Muses	Shark	CDS	07/1996
Throwing Muses	Limbo	CD	08/1996
U2	Rattle And Hum	MC	1988
U2	Achtung Baby	CD	1991
U2	Zooropa	CD	07/1993
Various Artists	Really Free	CD	1994
Various Artists	Sweet Relief II: Gravity Of The	CD	1996

Window "Memo"

This window holds the memo field. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.
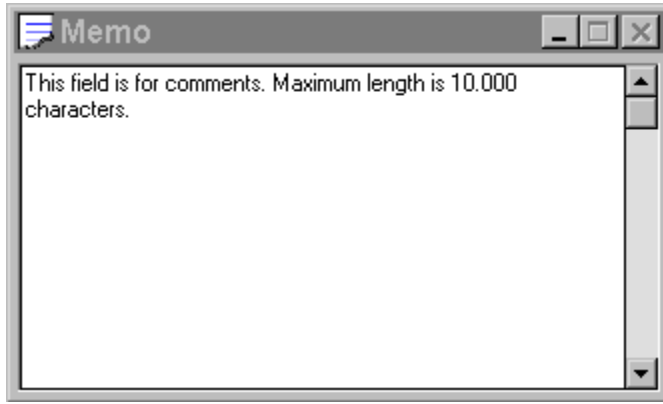
Operators

An operator is used to compare the value of the selected field with the value you specify when you search or use a filter when printing reports. CATraxx uses 14 different operators.

If you think this sounds very complicated, you should concentrate on the two most used operators: **Is equal to** and **Contains**. The number of operators that are available depends on the field type (text, date, logical or numeric).

Here is a list of all operators (the abbreviation is used in the dialogs <u>Advanced Filter</u> and <u>Advaced Search</u>):

Is equal to (==) The field must contain *exactly* the value you specify.

Contains (=) The field must contain the value you specify. Where in the field this value is located does not matter. In combination with this operator you may also use <u>Wildcards</u>.

Begins with (=*...) The field needs to begin with the value you specify.

End with (=...*) The field needs to end with the value you specify.

Is not equal to (not ==) The field cannot match exactly the value you specify.

Does not contain (not =) The field cannot contain the value you specify. In combination with this operator you may also use <u>Wildcards</u>.

Does not begin with (not =*...) The field cannot begin with the value you specify.

Does not end with (not =...*) The field cannot end with the value you specify.

Is greater than (>) The field needs to be greater than the value you specify.

Is greater than or equal to (>=) The field needs to be greater or equal to the value you specify.

Is less than (<) The field needs to be less than the value you specify.

Is less than or equal to (<=) The field needs to be less than or equal to the value you specify.

Is between (between) The field needs to be greater or equal to the first value you specify and less than or equal to the second value you specify.

Is not between (not between) The field needs to be less than the first value you specify and greater than the second value.

Wildcards

CATraxx supports use of wildcards (**?** and). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Here are some examples:

Album title Begins with "A*"

Search for albums where the title begins with "A", for example "Abbey Road" or "Achtung Baby"

Album title does not Begin with "A*"

Search for albums where the title *does not* begin with "A".

Artist album Contains "??????Sab*"

Search for albums where the 6 first characters may contain anything, character 7-9 need to be exactly **Sab** and what the rest of the field contains does not matter.

Statusbar 1

Display the active album's number. The albums are numbered according to their position in the <u>window Browse</u>. The first album is album number 1, the second is album number 2 and so on. If you are adding a new album, only **New** is shown until the album is saved.

Statusbar 2

Display the number of albums and how many of these that are marked. For example, if you have entered 340 albums and 75 are marked, the statusbar will read **75 / 340**.

Statusbar 3

Indicated whether the activate album is marked for deletion or not. To physically remove the album from the database, choose **Compress** from the **File** menu.

Statusbar 4

This part of the statusbar is used to provide you with information on what is happening when a command is activated (for example when you search, or print a report).

Memo

This field is for comments. Maximum length is 10.000 characters.

Cover

This field holds the album's cover. Only bitmaps are currently supported.

Bitmap pictures occupy a lot of disk space, but you can have CATraxx compress the pictures by choosing **Preferences** from the **File** menu and checking **Misc. - Use compression / Save pictures**. When using compression, bitmaps may occupy as little as 1/8 of the original size.

It may take some time to read the picture from the database. Therefore, if you want to browse the database quickly, always minimize the Cover window.

Tracks

This list shows all the tracks on the active album.

New

Press this button to add a new track.

Edit

Press this button to edit the selected track.

Delete

Press this button the delete the selected track.

Browse

The list shows a list of all albums. To view only the subset (that is, only marked albums), choose **Subset** from the **View** menu. To change the browse layout, choose **Browse Layout/Album** from the **File** menu.

If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.

Click on the list with the 'other' mouse-button the activate this popup-menu:

- Layout
- Font
- Fixed columns
- Change Sort Order

User-defined 1

This is a text field with a maximum length of 50 characters.

User-defined 2

This is a text field with a maximum length of 50 characters.

User-defined 3

This is a text field with a maximum length of 50 characters.

User-defined 4

This is a text field with a maximum length of 50 characters.

User-defined 5

This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 5** from the **Lookup** menu to edit this list.

Press **Ctrl+W** when the list has the focus to add a new item.

CATraxx does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New User-defined 5
- Edit Lookup Table

User-defined 6

This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 6** from the **Lookup** menu to edit this list.

Press **Ctrl+W** when the list has the focus to add a new item.

CATraxx does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New User-defined 6
- Edit Lookup Table

User-defined 7

This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 7** from the **Lookup** menu to edit this list.

Press **Ctrl+W** when the list has the focus to add a new item.

CATraxx does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New User-defined 7
- Edit Lookup Table

User-defined 8

This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

User-defined 9

This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

User-defined 10

This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

User-defined 11

This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

User-defined 12

This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

User-defined 13

This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

Album title

Enter the title of the album. You may use up to 75 characters.

Artist

The name of the artist that released the album. To catalog the artist:

1. Click the **List** button (. . .). You see the Artist Album dialog box.
2. **If the artist is registered in the database,** the name is already listed. To find the artist, either scroll through the list and select the name you want, or type the name (or the first characters in the name) in the text box above the list. Click the Add ($\geq$) button to move the name to the right-most list box.

   You can link up to five artists to the same album. If the album is a compilation made by several different artists, give the album a general name, for example "Various Artists", and register the individual artist information when you add the tracks.

   If the artist is not registered in the database, choose **New**. You see the New Artist dialog box. Fill in as much of the information as you want. You can use the Memo field to add personal comments about the artist. When you are ready, choose **OK** to close the dialog box.
3. Choose **OK** to close the Artist Album dialog box. You see the name(s) in the Artist field in the Active Album 1 window.

Artist button

Press this button to add new artist(s).

You may also press **Ctrl+A** to add new artist(s).

Company

The company that released the album. Type the name or select it from the drop-down list.

Press **Ctrl+W** when the list has the focus to add a new item.

CATraxx does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Company
- Edit Lookup Table

Label

Type the label name or select it from the drop-down list.

Press **Ctrl+W** when the list has the focus to add a new item.

CATraxx does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Label
- Edit Lookup Table

Distributor

The company that distributes the album (if known). Type the name or select it from the drop-down list.

Press **Ctrl+W** when the list has the focus to add a new item.

CATraxx does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Distributor
- Edit Lookup Table

Country

The country of origin. Type the name or select it from the drop-down list.

Press **Ctrl+W** when the list has the focus to add a new item.

CATraxx does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Country
- Edit Lookup Table

Condition

The physical condition of the album. Select one of the pre-defined descriptions from the list or define your own condition as follows:

1. From the **Lookup** menu choose **Condition**.
2. Delete the items you do not need. To do this, select the item you want to delete and choose **Delete**.
3. To add a new description, choose **New** and complete the information requested in the dialog box.

Press **Ctrl+W** when the list has the focus to add a new item.

CATraxx does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Condition
- Edit Lookup Table

Category

The type of music. You can select one of the pre-defined descriptions from the list or define your own category as follows:

1. From the **Lookup** menu choose **Category**.
2. Delete the items you do not need. To do this, select the item you want to delete and choose **Delete**.
3. To add a new description, choose **New** and complete the information requested in the dialog box.

Press **Ctrl+W** when the list has the focus to add a new item.

CATraxx does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Category
- Edit Lookup Table

Registered

The registration date. Todays date is used automatically but you can change it if you want.

Format

The type of album such as LP, CD or Cassette. You can select one of the pre-defined descriptions from the list or define your own format as follows:

1. From the **Lookup** menu choose **Format**.
2. Choose **New** and complete the information requested in the dialog box. You must specify the number of units contained in the set (for example 4 if there are four CDs in the box) and the number of sides each unit has (for example 1 for CDs, 2 for LPs, etc.).

Press **Ctrl+W** when the list has the focus to add a new item.

CATraxx does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Format
- Edit Lookup Table

Released

The date the album was released. If you know the day and month, select them from the drop-down lists then type the year, for example 1996.

Catalog number

The record companys catalog number.

Album ID

Use this field if you have your own system for identifying albums in your music collection.

Purchased

The date you purchased the album. If the day, month or year has only one digit type a zero
(0) before the numeral; for example, 06.02.97.

Playing time

The total playing time in minutes and seconds. CATraxx automatically calculates the total playing time after you have defined each track on the album. You can also calculate the total playing time by choosing **Add Up Playing Time** from the **Album** menu. If you want to manually enter the playing time, you must use the format **mmm:ss**, where m is minutes and s is seconds; for example 053:09.

Price

The purchase price. You can decide, for example, if this refers to the price you actually paid for the album or the retail purchase price if it is different.

Value

Current value of the album, for example the collectors value.

Change in value

The difference between price and value.

File extensions report files

lia	line report album
lit	line report track
lsa	list report album
lst	list report track
sra	summary report album
srt	summary report track

Procedures

In this section some of the most important procedures (for example how to create a database or how to search) are explained in details. Most of these examples are referring to the sample database (**SAMPLE.MDB**) that was copied to the same directory as CATraxx during installation.

Create New Database
Open Database
Backup
Restore Backup
Change Browse Layout Album
Change Sort Order Album
Transfer Lookup Tables
Change User Defined Field Names
Add New Album
Delete Album
Change Musician On More Than One Track
View Tracks
Change Browse Layout Track
Change Sort Order Track
Search For Album
Search For Album - Show All
Search For Tracks - Show All
Search For Tracks - Show Albums
Cross-references 1 - Artist Album -> Album Title
Cross-references 2 - Artist Track -> Producer -> Song Title
Cross-references 3 - Instrument -> Musician -> Album Title
Discography
Full Report Album
List Report Album
Summary Report Album
Summary Report Track

Create New Database

A database is one physical file containing a set of related data tables. All information you enter about an album is stored in the same database. You may, however, have as many databases as you like. This way you can split your collection in different databases. Existing databases can later be merged. Each database you create has a corresponding ini-file with the same name as the database (for example **MUSIC.MDB** and **MUSIC.INI**). This ini-file contains information about the browse layout and sort order.

The first you need to do after you have started CATraxx, is to open a database. You can do this by either open an existing database or create a new. The database that was opened when you exited the program, is automatically opened the next time you start it.

Follow these steps to create a new database:

1. From the **File** menu choose **New**. You see the Create New Database dialog box.
2. Select the drive and directory where you want to create the database if it is different from the CATraxx directory. In general, we recommend that you do not change the directory.
3. In the **File Name** text box type the name of the database. The name should be one that easily reminds you of the information in the database, for example MUSIC or MUSICLIB. As with other Windows file names, it cannot have more than eight characters. The file extension identifying the database, .MDB, is added automatically.
4. Choose **OK**.

Most of the lookup tables in a new database are empty. From the **Lookup** menu, choose **Transfer** to transfer the contents of one or more lookup tables from another database. For more information on this, see Transfer Lookup Tables

Open Database

Follow these steps to open a database:

1. From the **File** menu, choose **Open**.
2. In the **Directories** list box, select the drive and directory where the database is located if it is different from the CATraxx directory.
3. From the list box of database names, select the database you want to open and choose **OK** or double-click the name.

We recommend that you open the sample database (**SAMPLE.MDB**) the first time you run CATraxx. Most examples in the documentation are referring to this database.

Backup

You create a backup copy of the open database by following these steps:

1. Choose **Backup** from the **File** menu.
2. Specify the drive and directory to copy the database to, this is usually root on drive A.
3. Press the **OK** button and follow the instruction on the screen.

To protect against hard disk failure, you should routinely backup your valuable data files. FNProgramvare has no responsibility for any loss of data.

Restore Backup

You may restore a backup by following these steps:

1. Choose **Restore** from the **File** menu.
2. Specify the drive and directory where the backup is located, this is usually root on drive A.
3. Press the **OK** button.
4. Specify the drive and directory where the database is to be copied to.
5. Insert diskette number 1 (with the file **"dbname".001**) into your diskette drive.
6. Press the **OK** button and follow the instruction on the screen.

The files are now copied to the hard disk and merged to one database.

Change Browse Layout Album

The window "Browse" displays a list of all albums (or only marked albums, if you have checked **Subset** in the **View** menu). By default **Artist, Album title, Format** and **Released** are shown, but you may define up to 5 browse layouts yourself.

Let us now change the browse layout to **Album title, Company, Catalog number** and **Album ID**:

1. Choose **Browse Layout/Album** from the **File** menu. You may also click with the 'other' mouse-button on the list and select **Layout** from the popup-menu.
2. Select **User defined 1**.
3. Press the **Edit** button.
4. Select **Album title, Company, Catalog number** and **Album ID** from the left list box. The fields you have chosen are now displayed in the right list box.
5. Enter a title, for example **Title/Comp/Catno/ID**.
6. By default the font **MS Sans Serif (10 points)** is used. If you want to change this, press the **Font** button.
7. Press the **OK** button. You are returned to the dialog Browse Layout - Album.
8. Press the **OK** button to activate this layout.
9. If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.

Change Sort Order Album

By default the albums are sorted on **Artist, Released** and **Album title**. You may however define up to 5 sort criteria yourself.

Let us now define a sort criteria based on **Company** and **Released**:

1. Choose **Change Sort Order/Album** from the **File** menu.
2. Select **User Defined 1**.
3. Press the **Edit** button.
4. Select **Company** and **Released** from the left list box. The fields you have chosen are now displayed in the right list box.
5. Enter a title, for example **Comp/Artist/Title**.
6. Press the **OK** button. You are returned to the dialog Change Sort Order .
7. Press the **OK** button to activate this sort criterion.

Transfer Lookup Tables

CATraxx uses a relational database model. This means that you enter most information only once. For example, you enter an artist's name only the first time you add an album by this artist. Later you simply choose this name from a list. CATraxx stores the information in "lookup tables". The result is that you save time and avoid typing errors. The database occupies less space and it is easier to search for exactly the information you want.

The items in the lookup tables in a database is only accessible from within this database. If you work with several databases, you may want to transfer one or more tables from another database.

Follow these steps to transfer the lookup tables from another database:

1. Choose **Transfer** from the **Lookup** menu.
2. Specify the database you want to transfer the tables from.
3. Press the **OK** button.
4. Select the tables you want to transfer.
5. Press the **OK** button to start.

Change User Defined Field Names

In addition to the standard fields, you can define up to 20 fields for special information - 13 fields for albums and 7 fields for tracks. These fields are ready to use, but you may want to change the field names to something more specific (the default names are User-defined 1, User-defined 2 and so on).

Follow these steps to change the names of the special fields (user-defined fields):

1. From the **File** menu choose **User-defined Fields**. You see the User-defined Fields dialog box.
2. In the text boxes available, type the titles of the special fields, for example 'Record store', 'Borrowed by' or 'For sale'. Ensure that the field number corresponds to the type of field you want the special category to be. For example, the 'For sale' field should be a check box.
3. Choose **OK**.

None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told CATraxx that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

Add New Album

Follow these steps to add a new album:

1. Choose **New** from the **Album** menu.
2. Enter relevant information in these windows: <u>Active Album 1</u>, <u>Active Album 2</u> and <u>Memo</u>.
3. If you want to add the tracks, press the **New** button in the <u>window Tracks</u>.
4. The dialog <u>Default Information</u> is shown. In this dialog you enter information that is relevant to all tracks (or most of them). This is usually true for **Artist, Songwriter, Producer, Mixer, Studio**, **Musician** and **Instrument**. The information you enter in this dialog is automatically added to all new tracks you add. This way you can save a lot of time.
5. In the <u>dialog Active Track</u> you enter information about the various tracks on the album. Any changes are saved automatically.
6. To add the next track, press either the **New** or **Copy** button. When you choose **New**, CATraxx automatically enters all information you provided in the <u>dialog Default Information</u>. If you choose **Copy**, CATraxx makes a copy of the active track. When you are ready to add track 1 on side B (does not apply to CDs!), choose **Change side**. Because no other tracks are added to this side, CATraxx asks whether you want to add a new track or a copy of the active track. This corresponds to the buttons **New** and **Copy**.
7. Press the **Close** button when you are finished. Total playing time is automatically calculated.

Delete Album

When you delete albums as explained below, CATraxx will also compress your database to save hard disk space.

1. If you do not see the Browse window, open it by double-clicking the **Browse** icon at the bottom of the main window. You may also press **Ctrl+B**.
2. From the list of registered albums, select the album you want to delete.
3. From the **Album** menu choose **Delete / Active album**. You see the word DELETED in the status bar. Repeat for the other albums you want to delete (if any).
4. From the **File** menu choose **Compress**. The system asks if you want to delete the album(s). Click **Yes**.

This only *marks* the album(s) for deletion. To actually remove the albums from your hard disk, you must compress the database as explained in the next step.

Change Musician On More Than One Track

When you add tracks to an album you can specify default information that is automatically added to all new tracks. This saves you a lot of work. But what do you do if you have added all tracks and then realize that you have forgotten to enter one of the musicians? To add this musician to *all* tracks may take a lot of time! Fortunately, CATraxx makes it possible to edit musicians for several tracks at the same time. This is also true for artist, mixer, producer, songwriter and studio.

Follow these steps to add a musician to more than one track:

1. Choose **Musician** from the **View** menu.
2. The <u>dialog View Information From Tracks - Musician</u> displays the musicians that participate on the album.
3. Press the **Edit** button.
4. In the <u>dialog View Musician - Edit</u> you specify the musicians you want to add. Select the tracks to add these musicians to, in the list box **Tracks**.
5. Use the check box **Keep existing** to specify whether to delete the musicians that are already added or not. *If you uncheck **Keep existing** all musicians that are added to the tracks you want to edit, are all deleted!* Let it remain checked if you want to keep the existing musicians that already are added.
6. Choose the **Close** button and answer **Yes** to save the changes.

CATraxx lets you also change artist, mixer, producer, songwriter and studio like this.

View Tracks

When you add a new album or look at existing albums, CATraxx displays the tracks in the same order as they are located on the album (window Tracks). Occasionally you may want to look at the tracks irrespective of what album they are located on:

1. Choose **Tracks** from the **View** menu. If one or more tracks are marked, CATraxx asks you if you want to view only the marked tracks.

2. You see the View Tracks window. You can now browse the tracks the same way you browse the albums.

To change the browse layout choose **Browse Layout** from the **File** menu, and to change the sort order choose **Change Sort Order** from the **File** menu. To edit the active track simply choose **Track** from the **Edit** menu. It is not possible to add new tracks or delete existing tracks when you view the tracks this way.

If you have searched for tracks and checked **Show all**, CATraxx will automatically activate the View Tracks dialog window.

Change Browse Layout Tracks

In the dialog View Tracks the tracks are shown just like the albums in window Browse. By default **Song title, Artist and Album title** are displayed, but you may define up to 5 browse layouts yourself.

Let us now change the browse layout to **Artist, Song title, Album title** and **Album ID**:

1. Choose **Tracks** from the **View** menu to activate the dialog View Tracks.
2. Choose **Browse Layout** from the **File** menu. You may also click with the 'other' mouse-button on the list and select **Layout** from the popup-menu.
3. Select **User defined 1**.
4. Press the **Edit** button.
5. Select **Artist, Song title, Album title** and **Album ID** from the left list box. The fields you have chosen are now displayed in the right list box.
6. Enter a title, for example **Artist/Title/AlbTitle/ID**.
7. By default the font **MS Sans Serif (10 points)** is used. If you want to change this, press the **Font** button.
8. Press the **OK** button. You are returned to the dialog Browse Layout - Track.
9. Press the **OK** button to activate this layout.
10. If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.

Change Sort Order Track

By default the tracks are sorted on **Song title** in the <u>dialog View Tracks</u>. You may however define up to 5 sort criteria yourself.

Let us now define a sort criteria based on **Artist** and **Song title**:

1. Choose **Tracks** from the **View** menu to activate the <u>dialog View Tracks</u>.
2. Choose **Change Sort Order** from the **File** menu. You may also click with the 'other' mouse-button on the list and select **Change Sort Order** from the popup-menu.
3. Select **User Defined 1**.
4. Press the **Edit** button.
5. Select **Artist** and **Song title** from the left list box. The fields you have chosen are now displayed in the right list box.
6. Enter a title, for example **Artist/Title**.
7. Press the **OK** button. You are returned to <u>the dialog Change Sort Order - Track</u>.
8. Press the **OK** button to activate this sort criterion.

Search For Album

Let us now search for albums. We want CATraxx to only show the first album found, and show the rest of the albums later.

Here is an example that shows you how to find all CDs (please open the sample database, **SAMPLE.MDB**, first):

1. Choose **Find/Album** from the **Search** menu.
2. Select **CD** from the drop-down list **Format**.
3. Uncheck **Search subset**. We want to search all albums, no matter whether they are marked or not.
4. Uncheck **Show all**. We want to show one album at first and later choose **Show Next** from the **Search** menu. This is faster since CATraxx does not need to mark all albums that are found.
5. Choose **OK** to execute the search.
6. CATraxx will now show the number of albums found (if you do not want this, choose **Preferences** from the **File** menu and uncheck **Search - Show number of records found**). When you choose **OK** the first album found is shown.
7. Choose **Show Next** from the **Search** menu to show the next album that was found.
8. If you want to look at all albums found, choose **Show Result** from the **Search** menu**.**

Search For Album - Show All

We will now search for albums and let CATraxx show us all albums found directly.

Here is an example that shows you how to find albums with a playing time between 40 and 60 minutes (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **Simple Search** from the **Search** menu.
2. Select **Playing time** from the first drop-down list (this is the field).
3. Select **Between** from the next drop-down list (this is the operator).
4. Enter **040:00** and **060:00** as the values to search for.
5. Uncheck **Search subset**. We want to search all albums, no matter whether they are marked or not.
6. Check **Show all**. We want CATraxx to mark all albums found and then show these (that is, show the subset).
7. Press the **OK** button to execute the search.

Search For Tracks - Show All

Let us now search for tracks and let CATraxx show us all tracks found directly.

Here is an example that shows you how to find tracks performed by artists with a name that begins with "T" (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **Simple Search** from the **Search** menu.
2. Select **Artist track** from the first drop-down list (this is the field).
3. Select **Begins with** from the next drop-down list (this is the <u>operator</u>).
4. Enter **T** as the value to search for.
5. Uncheck **Search subset**. We want to search all tracks, no matter whether they are marked or not.
6. Uncheck **Show all**. We want to show one track at first and later choose **Show Next** from the **Search** menu. This is faster since CATraxx does not need to mark all track that are found.
7. Uncheck **Show albums.** We do not want the search result to be the albums with the tracks that are found.
8. Press the **OK** button to execute the search.
9. CATraxx will now show the number of tracks found (if you do not want this, choose **Preferences** from the **File** menu and uncheck **Search - Show number of records found**). When you press the **OK** button, CATraxx shows the first track that was found.
10. Choose **Show Next** from the **Search** menu to show the next track that was found.
11. If you want to look at all tracks found, choose **Show Result** from the **Search** menu**.**

Search For Tracks - Show Albums

Let us now search for instrumental tracks and let CATraxx show us what albums these tracks are located on (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **Find/Track** from the **Search** menu.
2. Select **Yes** from the drop-down list **Instrumental**.
3. Uncheck **Search subset**. We want to search all tracks, no matter whether they are marked or not.
4. Uncheck **Show all**. We want to show one album at first and later choose **Show Next** from the **Search** menu. This is faster since CATraxx does not need to mark all albums that are found.
5. Check **Show albums.** We want the search result to be the albums with the tracks that are found.
6. Press the **OK** button to execute the search.
7. CATraxx will now show the number of albums found (if you do not want this, choose **Preferences** from the **File** menu and uncheck **Search - Show number of records found**). When you press the **OK**, CATraxx shows the first track that was found.
8. Choose **Show Next** from the **Search** menu to show the next album that was found.
9. If you want to look at all albums found, choose **Show Result** from the **Search** menu**.**
10. If you want a list over all tracks that was found (that is, show the subset - in this case all instrumental tracks), choose **Tracks** from the **View** menu and answer **Yes** to the question if you want to show only marked tracks. Please note that you must have checked **Search tracks - show albums - mark track** in the <u>dialog Preferences</u>. This tells CATraxx to mark all tracks that are found, before the albums these tracks are located on are returned as the search result.

Cross-references 1 - Artist Album - > Album Title

Here we will create cross-references between **Artist album** and **Album title** (please open the sample database, **SAMPLE.MDB,** first).

1. Choose **X-Ref** from the **Search** menu.
2. Select **Artist album** from the drop-down list to the left.
3. Select **Album title** from the drop-down list over the second list box. All albums released by the artist selected in the list to the left are shown.
4. Try to select a different artist and watch CATraxx update the list with album titles.
5. Select **U2** in the list to the left. All albums by U2 are shown.
6. To execute a search based on this cross reference, first select the first album shown in the second list box (**Achtung Baby**).
7. Select the operator **>=** (Is greater then or equal to) from the second operator drop-down list.
8. Uncheck **Search subset** in the **Search** menu. We want to search all albums, no matter whether they are marked or not.
9. Check **Show all** in the **Search** menu. We want CATraxx to mark all albums found and then show these (that is, show the subset).
10. Choose **Execute** from the **Search** menu to execute the search.

Cross-references 2 - Artist Track - > Producer -> Song Title

Here we will create cross-references between **Artist track, Producer** and **Song title** (please open the sample database, **SAMPLE.MDB,** first).

1. Choose **X-Ref** from the **Search** menu.
2. Select **Artist track** from the drop-down list to the left.
3. Select **Producer** from the drop-down list over the second list box. All producers that have produced tracks by the selected artist, are shown.
4. Select **Song title** from the drop-down left over third list box. All tracks, performed by the selected artist, produced by the selected producer, are shown.
5. Try to select a different artist or producer and watch how the list with song titles is updated.
6. Select **Throwing Muses** in the list to the left list, and **Smith, Gary** in the second list box. All **Throwing Muses** tracks produced by **Gary Smith**, are shown.
7. Let us execute a search based on this cross-reference.
8. First, select the first track shown in third list box (**Angel**).
9. Select the operator **>=** (Is greater then or equal to) from the second operator drop-down list. It is very important to set the operator to **>=**. This is because CATraxx compares the field value with the operator when the search is executed. Here we create a cross-reference between a producer and all tracks produces by this person, and we want to search for all these tracks, therefore we need to first select the first track and then choose the operator **>=** before the search is executed. If we did not do this, CATraxx would think you wanted to search for *exactly* the song that is selected in the list (since the operator was set to **=**).
10. Uncheck **Search subset** in the **Search** menu. We want to search all tracks, no matter whether they are marked or not.
11. Check **Show All** in the **Search** menu. We want CATraxx to mark all tracks found and then show these (that is, show the subset).
12. Choose **Execute** from the **Search** menu to execute the search.

Cross-references 3 - Instrument -> Musician -> Album Title

Here we will create cross-references between **Instrument, Musician** and **Album title** (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **X-Ref** from the **Search** menu.

2. Select **Instrument** from the drop-down list to the left and select **Drums**.

3. Select **Musician** from the drop-down list over the second list box. All musicians playing drums, are shown. Select **Narcizo, David** from this list.

4. Select **Album title** from the drop-down left over third list box. All album where Mr. Narcizo plays drums are shown.

5. We will now use the result of these cross-references to search for these albums. Select the operator **>=** (Is greater then or equal to) from the second operator drop-down list. It is very important to set the operator to **>=**. This is because CATraxx compares the field value with the operator when the search is executed. Here we create a cross-reference between a musician and albums where he is playing on, and we want to search for all these albums, therefore we need to first select the first album and then choose the operator **>=** before the search is executed. If we did not do this, CATraxx would think you wanted to search for *exactly* the album that is selected in the list (since the operator was set to **=**).

6. Uncheck **Search Subset** in the **Search** menu. We want to search all albums, no matter whether they are marked or not.

7. Check **Show All** in the **Search** menu. We want CATraxx to mark all albums found and then show these (that is, show the subset).

8. Check **Show Albums** in the **Search** menu. *We want to search for albums, but have used fields containing information about tracks, therefore we need to tell CATraxx to return albums and not tracks as the search result.*

9. Choose **Execute** from the **Search** menu to execute the search.

Discography

This report lists all albums released by the specified artist. Let us print all albums released by R.E.M. (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **Discography** form the **Report** menu.
2. Select **R.E.M.** from the drop-down list.
3. We want a print preview, select **Print to/Screen**.
4. Check **Tracks** because we want to include tracks from each album.
5. Press the **Print** button to print.

Full Report Album

This report provides you with a detailed view all information entered about an album. Let us print all albums released by **Throwing Muses** in the database (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **Full/Album** from the **Report** menu.
2. We want a print preview, select **Print to/Screen**.
3. To only print albums released by Throwing Muses, press the **Filter** button and specify the following filter criterion: **Artist   Is equal to   Throwing Muses.** Press the **OK** button the activate this filter. CATraxx selects **Include/Filter** automatically.
4. We want to print as much information as possible; check **Memo, Musicians** and **Tracks**.
5. Press the **Print** button to print.
6. When you close the report window all options are saved, and are automatically loaded next time you select this report.

You print a full report of the activate album by clicking on the toolbar.

The report uses all available space on the page (page width minus left and right margin). Increase the right margin if you think the report is too "wide".

List Report Album

We will now try to print a list of **Album title, Artist, Format, Released**, **Album ID** and **Company**. The report will span two lines (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **List/Album** from the **Report** menu.
2. Press the **New** button to create a new report layout.
3. We want a print preview, select **Print to/Screen**.
4. We want to print all albums, select **Include/All**.
5. **Album title, Artist, Format** and **Released** are to be printed on the first line. Select **Line 1**, press the **Add field** button and select **Album title** from the list. Press **Add field** and select **Artist**, **Add field** and **Format**, and finally **Add field** and **Released**.
6. If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.
7. **Company** is to be printed on line 2. Select **Line 2**, **Add field** and **Company.** Check **Right justify**. Line 2 is then justified against the right margin.
8. Press the **Properties** button.
9. In the dialog Properties enter **100** in the text box **Width** and select **Alignment/Right justify**. Press the **OK** button to close the dialog.
10. Uncheck **Field names**.
11. Press the **Sort** button**.** Specify **Album title** as the sort field and press the **OK** button.
11. Press the **Save** button to save the report layout.
12. Press the **Print** button to print.

Summary Report Album

In this example we will create a summary report grouped by **Artist**, and place **Album title** and **Album ID** on the details line (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **Summary/Album** from the **Report** menu.
2. Press the **New** button to create a new report layout.
3. We want a print preview, select **Print to/Screen**.
4. We want to print all albums, select **Include/All**.
5. Select **Groups** and select **Artist** from the first drop-down list.
6. Select **Details** and enter **0,50** as **Indent**.
7. **Album title** and **Album ID** are to be printed on the details line. Press the **Add field** button and select **Album title**, then **Add field** and **Album ID**.
8. If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.
9. Press the **Save** button to save the report layout.
10. Press the **Print** button to print.

Summary Report Track

In this example we will create a summary report grouped by **Artist**, and place **Song title, Album title** and **Album ID** on the details line (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **Summary/Track** from the **Report** menu.
2. Press the **New** button to create a new report layout.
3. We want a print preview, select **Print to/Screen**.
4. We want to print only marked albums, select **Include/Subset**.
5. Select **Groups** and select **Artist** from the first drop-down list.
6. Select **Details** and enter **0,50** as **Indent**.
7. **Song title**, **Album title** and **Album ID** are to be printed on the details line. Press the **Add field** button and select **Song title**, then **Add field** and **Album title,** and finally **Add field** and **Album ID**.
8. If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.
9. Press the **Save** button to save the report layout.
10. Press the **Print** button to print. Only marked tracks are printed.
11. To print all tracks, Select **Include/All** and press the **Print** button.

Tips

CD-ROM And Windows 95

You might have a problem with CATraxx if you are running Windows 95. When you insert a CD into the CD-ROM, Windows 95's own CD player is automatically started. As a result, CATraxx is not able to access the CD-ROM before you close this CD player.

To disable autoplay of audio CDs and CD-ROMs by default:

1. Go to **Control Panel** and select **System/Device Manager**.
2. Select your named CD-ROM drive - you may have to expand the generic CD-ROM or SCSI controller entry by clicking on the plus sign.
3. Click on the **Properties** button, then the **Settings** tab.
4. Uncheck **Auto insert notification** to disable autoplay of auto CDs.

Go To Album/Track

When you choose **Go to** from the **Album** menu or **Go to** from the **Track** menu, CATraxx executes this search based on the active sort order. If you specify a value that does not exist, CATraxx searches for the first record (that is, album or track) where the field begins with this value. If the first field in the sort order is not the same you are searching in, the result may not be what you expect. For example, if the albums are sorted by Artist and you choose **Go to Album by Album Title** and enter "**H**", CATraxx searches for the *first* album from the top of the list in the "Browse" window where the album title begins with "H".

Reports - Fonts

This first time CATraxx is run, the first font installed on the printer (as it is returned by Windows) is set to the default font. If you are not satisfied with this font, simply choose **Preferences** from the **File** menu, then **Report** and select another font. You can use one font for the heading and one for the rest of the report. Settings you make in the dialog Preferences are used by default, but you may override this in the various reports by pressing the **Page Setup** button.

Show Fields

None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told CATraxx that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

To change what fields to show in lists, to the following:

1. Choose **Preferences** from the **File** menu.
2. In the list box **Show fields** select the fields you are using.
3. Press the **OK** button to save and activate the changes.