

Media Browser Help Contents

Media Browser lets you find and play media files stored as collections on CD-ROM discs. To learn how to use Help, press F1.



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▶ **Introducing Media Browser**

Media Browser lets you find and play several types of media files from pre-defined groups of files called collections. Media files can include several types of data, including the following:

- Digital video
- Digital sound
- MIDI
- Pictures

Media Browser also lets you use files from collections in your presentations, spreadsheets, and other documents by copying them to your hard disk or to another mass-storage device.

Collections

Collections are pre-defined groups of files on a CD or on your hard disk. Each collection can include several types of files, such as video, sound, animation, MIDI, or graphics. In the Collections list, each collection is represented by an icon.

The definition for a collection is stored in a file with the .MBR filename extension. The .MBR file also can include the following information about each file in a collection:

- Title for the content of a file
- ▶ Media type icon associated with a file
- ▶ Descriptive text about a file
- ▶ Image associated with a file
- ▶ Restricted distribution (which turns off the copy function for the collection)

The title and media-type icon of each file in a collection appear in the Files list. The description and image associated with a media file (as well as the filename and size) appear in the File Information area when a file is selected.

▶ **Choosing a Collection**

The Collections box in Media Browser's main window lists all collections you've installed.

▶ **To choose a collection**

▶ Double-click its icon in the Collections box.

▶ **Installing a New Collection**

When you install a new collection, Media Browser adds the icon and name for the collection to the list in the Collections box. The Add Collection button in Media Browser's main window lets you install a new collection.

▶ **To install a new collection**

- 1 If the new collection is on a CD, insert the CD into your CD-ROM drive.
- 2 From Media Browser's main window, choose the Add Collection button. The Add Collection dialog box appears.
- 3 From the Add Collection dialog box, choose the directory that contains the file that defines the collection you want to add.
You can use the Drives box to select any drive on your system. You can also use the Directories box to select any directory on the current drive.
- 4 Choose OK.
Media Browser finds the .MBR file in the selected directory, and uses information from the .MBR file to install the new collection. To complete the installation, Media Browser displays the collection's icon in the Collections list.
- 5 To see a list of files in the collection, double-click the collection's icon in the Collections list.

▶ **Removing a Collection**

Removing a collection does not delete the collection's files from the CD or directory; it only deletes the icon and collection name from the Collections list. To use the collection again at a later time, just reinstall it.

▶ **To remove a collection**

- 1 Click the icon for the collection you want to remove.
- 2 From Media Browser's main window, choose the Remove Collection button.
Media Browser displays a dialog box asking you to confirm that you want to remove the collection icon and name from the Collections list.
- 3 To remove the collection, choose OK.
To cancel the remove process, choose the Cancel button.

▶ **Selecting, Playing, and Viewing Files**

Selecting a file is the same as highlighting its name in the Files list. Playing or viewing a file lets you see and/or hear its content, and is the same as activating it. When you select, play, or view a file, Media Browser displays information about the file in the File Information box. This information includes the filename, a brief description of the file content (if available), and a picture or icon associated with the file (if available).

Use either of the following methods to play or view a data file from a collection.

▶ **To select a file**

- ▶ Highlight the filename in the Files list.

▶ **To play or view a file**

- ▶ Double-click the filename in the Files list.

Or, from the Files list, select the filename and choose the Play/View button. (If no files are selected in the Files list, the Play button is not available.)

▶ Copying Files

You can copy files from some collections to a directory of your choice.

If the current collection allows you to copy files, the Copy button is included between the Remove Collection and the Help buttons on the right side of the Media Browser window. If the collection is read only, the Copy button is not included in the window.

▶ To copy files from a collection to another directory

- 1 Choose the Copy button.

Choosing the Copy button changes the Media Browser window by adding a column of check boxes to the files listed in the collection, and by adding the Destination box at the bottom of the Media Browser window. The Destination box includes the Copy To box, the Copy Files button, and the Set Destination button.

If you choose the Copy button a second time, the Media Browser window is restored to its original presentation (without copy-related check boxes and controls).

- 2 From the Files list, select the check box next to the file you want to copy.

Media Browser displays information about the currently selected file in the File Information box. This information includes the name of the media file, and, if available, a brief description of the file content and the icon associated with the media file.

The Size Of Files To Copy field in the Destination reflects the total size of all files selected.

- 3 The Copy To box identifies the current destination directory. To specify a different directory as the location for copied files, choose the Set Destination button.

The Set Copy Destination dialog box appears, allowing you to select a drive on your computer system or a network drive, and a directory on the selected drive.

To use this directory automatically for future copying, you can select the Use As Default check box.

- 4 To copy the files, choose the Copy Files button next to the Destination box.

If no files are selected, the Copy Files button is not available.

- 5 To cancel a copy operation, from the Copying Files dialog box, choose the Cancel button.

When a copy operation is canceled, the destination directory will contain files that were copied in their entirety before the operation was canceled. Files that haven't been copied won't be copied to the destination directory. Partially copied files will not be added to the destination directory.

▶ **Changing the Destination Directory**

When you copy one or more files from a collection to a mass-storage device (such as your hard disk), you can specify a directory on the mass-storage device where the files will be copied. This directory is the destination directory.

▶ **To change the destination directory**

- 1 From the Media Browser window, choose the Copy button.
Windows extends the Media Browser window, adding the Destination box at the bottom. This box tells you the current destination directory.
- 2 Choose the Set Destination button next to the Destination box.
The Set Copy Destination dialog box appears. The Copy To box in this dialog box identifies the currently selected destination directory. The first time you run Media Browser, the default destination directory is the directory where Windows is installed.
- 3 From the Set Copy Destination dialog box, select the drive and directory you want to use as the destination directory.
- 4 To make this the new default destination directory, select the Use As Default check box.
- 5 From the Set Copy Destination dialog box, choose OK.

collection

A pre-defined group of files on a CD or on your hard disk. Each collection can include several types of files, such as video, sound, animation, MIDI, or graphics. In the Collections list, each collection is represented by an icon.

filename

Media Browser refers to files in a collection by titles or by MS-DOS filenames. If a .MBR file (which identifies each file in a collection) includes a title for a specific file, Media Browser refers to the file by its title. Otherwise, Media Browser refers to a file by its MS-DOS filename.

Copy Files button

The Copy Files button starts copying each file selected in the collection to the copy destination.

Set Destination button

The Set Destination button lets you identify the device and directory where you want to place copied files.

Destination

The destination area is beneath the file-information area and includes the following three items:

- ▶ The drive and directory path where copied files will be placed.
- ▶ The total number of bytes to copy (the sum of the sizes of the selected files).
- ▶ The amount of free space on the destination drive.

double-click

To rapidly press and release a mouse button twice without moving the mouse. Double-clicking carries out an action, such as starting an application.

icon

A graphical representation of an element in Windows, such as a disk drive, directory, group, application, or document. You can enlarge an application icon to a window when you want to use the application.

directory

Part of a structure for organizing your files on a disk. A directory can contain files and other directories (called subdirectories). The structure of directories and subdirectories

on a disk is called a directory tree.

check box

A small, square box that appears in a dialog box that can be selected or cleared. When the check box is selected, an X appears in the box. A check box represents an option that you can turn on or off.

