

# Cumulus Desktop

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## Cumulus Browser

[Cumulus Browser](#) (or Cumulus) allows digital and media professionals to organize, track, preview, copy, move, annotate and archive virtually any type of digital media, including graphic, page layout, presentation, sound, and video files, turning them into [media assets](#). By being able to effectively track, locate and retrieve these assets, you can improve quality and workflow, saving yourself and your organization valuable time and money.

See the [glossary](#) for any terms you don't understand.

The following topics provide an overview of Cumulus:

- [How Cumulus Works](#)
- [Using Online Help](#)
- [Using Window Menu Commands](#)
- [Technical Support](#)
- [Roadmap to Common Tasks](#)

## **Cumulus Desktop** **How Cumulus Works**

Within the graphics, publishing, and multimedia industries, media [assets](#) (assets) can be virtually any type of digital media file including image, graphic, page layout, sound, and video files. With Cumulus, organizing and accessing media assets is easy. To get started, you need to understand only a few basic concepts.

Cumulus tracks media assets in a special file called a [catalog](#). As you catalog media assets, Cumulus creates catalog entries called [records](#). To make searching and retrieving records easier, Cumulus lets you organize and classify records into logical groups called [categories](#).

Once records are cataloged, you can view each one as a graphical [thumbnail](#) or as plain text. You can search and retrieve records within Cumulus. Once you locate the record you're looking for you can preview, copy, or move it to a new location.

In addition, Cumulus offers the following benefits:

- You can automate basic program functionality through Microsoft® Visual Basic™ or any other OLE-compliant programming tool.
- With the [Cumulus Browser](#)<sup>a</sup> you can distribute catalogs on CD-ROM or any other type of removable media (such as Syquest, Jaz, Zip, or MO cartridges).
- You can publish and distribute catalogs over the internet using the [Cumulus Internet Media Server](#)<sup>a</sup>.

{button ,AL(`intro',0,`,`')} [See also](#)

## **Cumulus Browser** **Using Online Help**

Cumulus features an extensive online help system. To browse a listing of help topics, select Help Topics from the Help menu. A listing of help topics appears.

You can find out your version number, serial number and product ID by choosing About Cumulus on the Help menu.

You can connect to the Canto website to receive information and software updates by choosing Connect to Canto on the Help menu.

### **To activate context sensitive help:**

1. Click the option you'd like information on.
2. Press F1.

{button ,AL(`intro',0,`,`')} [See also](#)

## **Cumulus Browser** **Using Window Menu Commands**

You can use commands on the Window menu to arrange the open windows in Cumulus:

New Window	Opens a new window with the same contents as the active window. You can open multiple windows. If you change the contents in one window, all other windows containing the same data reflect those changes. When you open a new window, it becomes the active window and is displayed on top of all other open windows. Use the Tile and Cascade commands on the Window menu to display multiple open windows.
Arrange	Arranges the icons for minimized windows at the bottom of the main window. If you see an open window at the bottom of the main window, some or all of the icons may not be visible because they will be underneath this window.
Cascade	Arranges multiple opened windows in an overlapped fashion.
Tile Horizontal	Arranges multiple opened windows in a nonoverlapped fashion.
Split	Splits the current window. You can scroll the split parts separately to see two parts of it at once.

## **Cumulus Browser Technical Support**

Canto Software offers free technical support to registered customers. To provide you with easily accessible, first-class assistance, Canto has partnerships with numerous distributors and resellers around the world. Because of this, the number you call depends upon where you purchased Cumulus.

For a complete listing of technical support numbers, please see Support & Solutions on the Canto Software website:

<http://www.canto-software.com>

Before contacting technical support, please review [Troubleshooting](#) and [Documenting Problems](#). To ensure fast and efficient service when calling, please have your serial number ready.

If your distributor/reseller does not provide support for Cumulus, please address technical questions to:

### **North America and South America**

Canto Technical Support

Main: 415-905-0300

Technical Support: 415-905-0302

Fax: 415-905-0315

e-mail: [support@canto-software.com](mailto:support@canto-software.com)

### **Europe, Australia, Africa and Asia**

Canto Technical Support

Main: +49-30 390 48 50

Fax: +49-30-393 10 93

e-mail: [support@canto.de](mailto:support@canto.de)

{button ,AL(`intro',0,`,`')} [See also](#)

## Cumulus Network 4 Client Roadmap to Common Tasks

<b>If you want to...</b>	<b>See...</b>
assign status terms to records	<a href="#">Utilizing Record Status</a>
catalog assets	<a href="#">Cataloging</a>
contact technical support	<a href="#">Technical Support</a> and <a href="#">Documenting Problems</a>
customize cataloging options	<a href="#">Setting Cataloging Options</a>
customize Cumulus application preferences	<a href="#">Customizing Application Preferences</a>
display record properties	<a href="#">Customizing Record Properties</a>
learn about basic program functionality	<a href="#">The Basics</a>
learn about Cumulus Browser	<a href="#">Using the Cumulus Browser</a>
learn about Internet Media Server	<a href="#">Cumulus Internet Media Server</a>
locate, copy, move, delete or edit assets	<a href="#">Managing Assets</a>
preview cataloged assets	<a href="#">Previewing Cataloged Assets</a>
print information	<a href="#">Printing Information</a>
review how other customers have integrated Cumulus into their work environments	<a href="#">Using Sample Scenarios</a>
search for information	<a href="#">Searching</a>
update or check file references	<a href="#">Checking File References</a>
update records	<a href="#">Updating Records</a>

{button ,AL(`intro',0,`,`')} [See also](#)

## **Cumulus Basics**

[Launching Cumulus and Opening a Catalog](#)

[Closing a Catalog](#)

[Exiting Cumulus](#)

[The Cumulus Application Window](#)

[Using the Toolbar](#)

[Understanding the Catalog Window](#)

[Using the Status Bar](#)

[Using the Record Pane](#)

[Using the Category Pane](#)

[Using Edit Menu Commands](#)

[Printing Information](#)



## Cumulus Basics

### Launching Cumulus and Opening a Catalog

You can open a [catalog](#) when you start the Cumulus application.

#### To launch Cumulus Client and open a catalog:

1. Click the Start button, point to Programs, select Cumulus and then Cumulus Browser, Cumulus Desktop, or Cumulus Desktop PLUS.  
Cumulus loads and any previously loaded catalog is displayed.
2. If this is your first time running Cumulus, the Open Catalog dialog box appears.  
If you did not have a catalog open the last time you exited Cumulus, or if the Open dialog does not appear, select Open from the File dialog to see the Open dialog box.
3. Select a catalog from the list and click OK.

**Note:** To open another catalog during a Cumulus session, choose Open on the File menu and select the catalog name. To close an open catalog, choose Close from the File menu.

If your workplace also has Cumulus Network, and you are set up as a Cumulus Network client, you can log onto the server and open network catalogs, as well as the local catalogs on your own machine. To do this, use the Connect to Server command on the File menu.

{button ,AL(` basics',0,`,`')} [See also](#)

## **Cumulus Basics** **Closing a Catalog**

To close an open catalog, choose Close from the File menu.

## **Cumulus Basics** **Exiting Cumulus**

To exit Cumulus, choose Exit from the File menu.

## Cumulus Basics

### The Cumulus Application Window

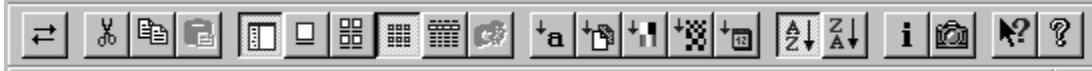
The Cumulus application window contains every command, option and window needed to catalog and categorize assets. Certain window options (including most [toolbar](#) buttons, the [findbar](#) , and the [status bar](#)) become active only when a [catalog file is loaded](#).

Key user interface elements of the Cumulus application window are described below. You can control which elements appear by checking and unchecking them in the View menu.

Element	Description
Menubar	Lists menus that contain every Cumulus command. Underlined characters are keyboard shortcuts. To use a keyboard shortcut, display the menu, then type the underlined letter.
Toolbar	Contains buttons that serve as shortcuts to commonly used commands and options. To see a <a href="#">Tooltip</a> for any button, position the mouse over it. For more information, see <a href="#">Using the Toolbar</a> .
Findbar	Allows you to search catalogs for records that match conditions. For more information, see <a href="#">Using the Findbar</a> .
Category Pane	Consists of coherently organized groups of records that facilitate fast searching and retrieval. For more information, see <a href="#">Using the Category Pane</a> .
Catalog Window	Features two panes: the <a href="#">Category pane</a> (left side) and the <a href="#">Record pane</a> (right side). For more information, see <a href="#">Understanding the Catalog Window</a> .
Record Pane	Displays records as <a href="#">thumbnails</a> or as plain text. Records store vital information about each cataloged asset. For more information, see <a href="#">Using the Record Pane</a> .
Status Bar	Provides toolbar button descriptions, access to the <a href="#">Application Preferences dialog box</a> , category status, and record status. For more information, see <a href="#">Using the Status Bar</a> .




















{button ,AL(`basics',0,`,`')} [See also](#)

## Cumulus Basics Using the Toolbar



Toolbar buttons offer quick and easy access to common commands and options. Positioning the cursor over a toolbar button displays a [Tooltip](#).

You can move the toolbar to the top, bottom, left, or right side of the Cumulus application window, or make it a separate floating window. To move it, select its outer edge and drag it to the desired location. To temporarily turn off the toolbar, uncheck **Toolbar** on the **View** menu.

Toolbar Button	Description
	Connects to Cumulus Server.
	Cuts selection and copies it to the Clipboard.
	Copies selection to the Clipboard.
	Inserts selection from the Clipboard.
	Shows or hides the <a href="#">Category pane</a> .
	Displays assets using large <a href="#">thumbnails</a> .
	Displays assets using medium thumbnails.
	Displays assets using small thumbnails.
	Displays detailed information (record name, format, color mode, resolution, and modification date) about each asset.
	Sorts catalog by record name.
	Sorts catalog by <a href="#">asset</a> type.
	Sorts catalog by asset color mode.
	Sorts catalog by asset <a href="#">resolution</a> .
	Sorts catalog by asset modification date.
	Sorts catalog in ascending order (from A to Z) .
	Sorts catalog in descending order (from Z to A) .
	Displays the <a href="#">Record Properties dialog box</a> .
	Displays a <a href="#">preview</a> of the cataloged asset.
	Displays help system topics.

{button ,AL(` basics',0,`,`')} [See also](#)

## Cumulus Basics

### Understanding the Catalog Window

Cumulus tracks assets in a special file called a [catalog](#). When you open a catalog, a [Catalog window](#) appears.

The Catalog window consists of two sections or panes:

- the [Category pane](#)
- the [Record pane](#)

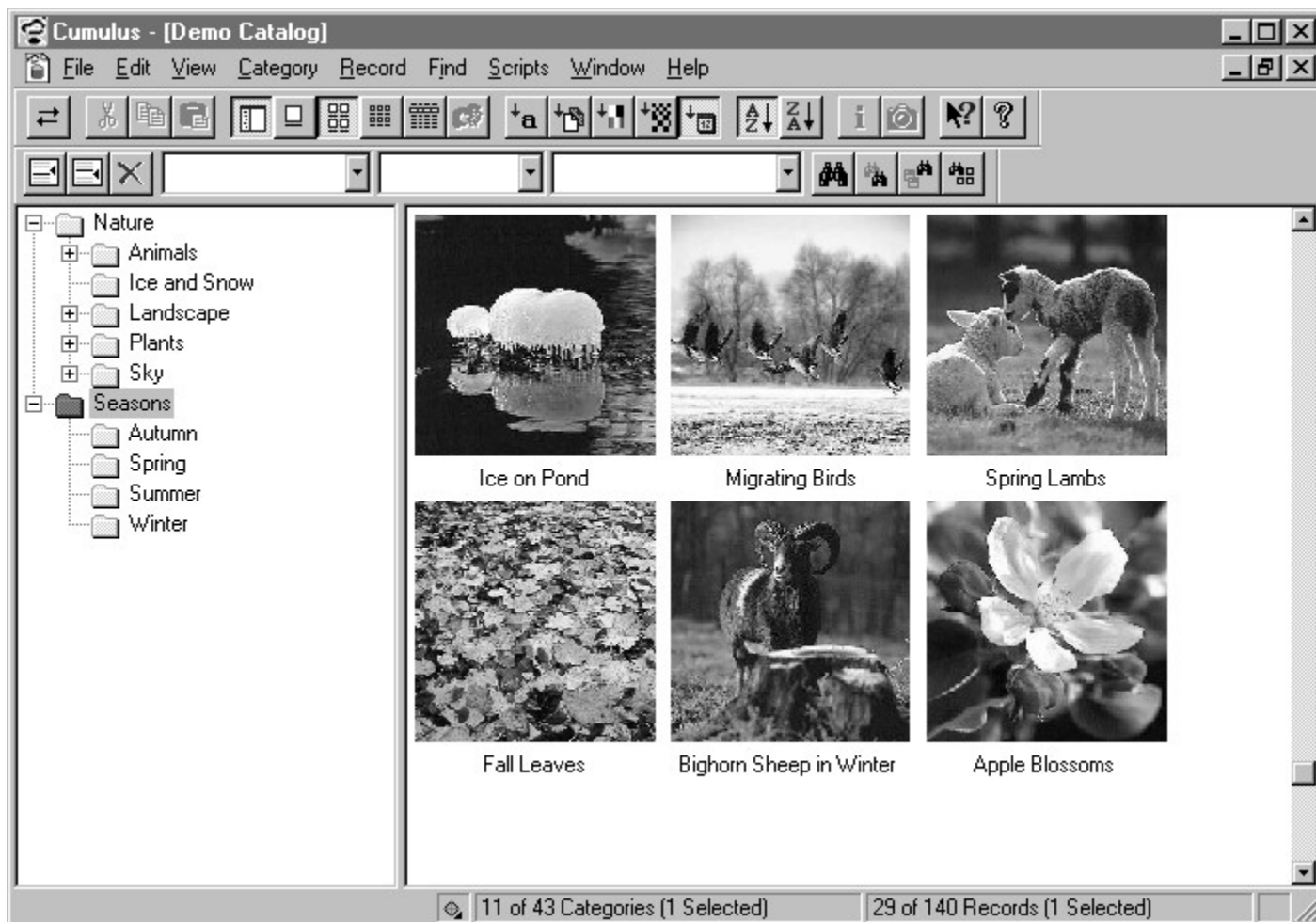
Cumulus offers four different [Record pane](#) viewing options. For more information, see Setting [Record Viewing Options](#) .

As you catalog assets, Cumulus creates catalog entries called records. Each record stores searchable information about the cataloged asset, such as the file name, the file location, file type, and so on. To make retrieving records easier, you can group records into logical groups called [categories](#). The left side of the Catalog window is called the [Category pane](#) and displays all the categories in the current catalog.

Press SHIFT+TAB to switch between the two panes. By selecting the split bar in the middle of the Catalog window, you can resize each pane. To resize the entire window, select the window borders or use the minimize, maximize, and restore buttons in the title bar.

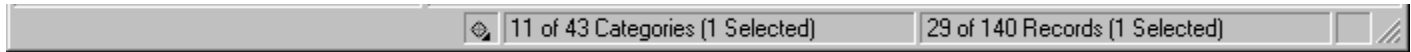
{button ,AL(` basics',0,`,`')} [See also](#)

## Catalog window



## Cumulus Basics Using the Status Bar

The status bar appears at the bottom of the Cumulus application window.



The far left side of the status bar displays toolbar button descriptions. To view these descriptions, position the cursor over a toolbar button.

The [Search Compass](#) appears next. Click this icon to display the Application Preferences dialog box.

The Category Status field displays the number of current categories appearing in the Category pane as well as the total number of categories in the current catalog. For example, “19 of 105 categories (1 selected)” means that:

- 19 categories currently appear in the Catalog pane
- 105 total categories are available in the current catalog
- 1 category is currently selected

The Record Status field displays the number of found and total records in the current catalog. After a search, this field tells you how many records match the requested query. For example, “25 of 1173 (1 selected)” means that:

- 25 records match the current search conditions
- 1173 total records are available in the current catalog
- 1 record is currently selected.

{button ,AL(` basics',0,`,`')} [See also](#)



## Cumulus Basics Using the Record Pane

The Record pane appears on the right side of the Catalog window and displays records in the current catalog. By default, records appear within the Record pane as graphical [thumbnails](#). You can [alter the way records appear](#) with options in the View menu.

Each record stores information about the original asset. By default, a record name appears directly beneath the thumbnail. The record name can consist of up to 63 characters. For more information on assigning record names, see [Editing Record Names](#).

To learn more about a record, position the cursor over the thumbnail. A [Details window](#) appears. You can [optimize the appearance of thumbnails](#).

In a textual view, the Record pane lists the record name, format, the color mode, resolution, and modification date. You can resize the width of each column by adjusting the split bars between the column headers.

Cumulus displays record information in a special window called the [Record Properties dialog box](#). To view record properties, select a record and then click Properties on the Record menu. The Record Properties dialog box appears.

You can display the [Record popup menu](#) by moving the cursor over a record thumbnail or text entry and single-clicking the right mouse button.

Within a given catalog you can:

- [sort by record detail](#)
- [sort by ascending or descending order](#)

{button ,AL(` basics',0,`,`')} [See also](#)

## Cumulus Basics

### Using the Record Pane Optimizing Thumbnails

If a thumbnail appears too dark, too bright, or too low in contrast, you can correct its appearance by selecting Optimize Thumbnail on the Record menu. You can [automatically optimize thumbnails](#) while cataloging. You can also alter the thumbnail size with [toolbar](#) buttons.

## Cumulus Basics

### Using the Record Pane

#### Record Viewing Options

To...	Do this...
display records as 192 x 192 pixel thumbnails	on the View menu, click Large Thumbnails
display records as 128 x 128 pixel thumbnails	on the View menu, click Medium Thumbnails
display records as 96 x 96 pixel thumbnails	on the View menu, click Small Thumbnails
view records as detailed text	on the View menu, click Details

{button ,AL(`basics',0,`,`')} [See also](#)

## Cumulus Basics

### Using the Record Pane

#### Record Sorting Options

Records contain a great deal of information (or details) about an asset. By selecting View menu options, you can sort by:

- record name
- record type
- resolution
- color mode
- modification date

#### **To sort by record detail:**

1. On the View menu, click Sort By.
2. On the Sort By submenu, select a record detail (i.e., record name, type, resolution, color mode, or modification date).

The new sort order appears.

You can also sort records with toolbar buttons. Once you have sorted by detail, you can sort by [order](#).

{button ,AL(`basics',0,`,`')} [See also](#)

## Cumulus Basics

### Using the Record Pane

#### Sorting Records by Order

Once you have [sorted by detail](#), you can sort by order. Sorting by order displays records in either ascending or descending order.

**To sort by order:**

1. On the View menu, select Sort Order.
2. From the submenu, select Sort Ascending or Sort Descending.

The new sort order appears.

{button ,AL(`basics',0,`,`')} [See also](#)

## Cumulus Basics Using the Category Pane

The left side of the Catalog window is called the Category pane. The Category pane displays all categories in the current catalog. Categories serve as virtual folders that allow you to organize records into a logical, intuitive, and easy-to-use structure. Many Cumulus users create catalogs containing thousands of categories, each of which has numerous levels.

When you catalog an asset, Cumulus creates a record that stores information about the original digital media file. To organize records, you can place them into categories. For information on creating categories, see [Creating Categories](#).

Categories are like keywords. Unlike media management systems that rely solely on keywords to organize assets, categories offer the following advantages:

- Like keywords, you can assign categories unique names that describe assets.
- Through dragging and dropping, you can associate records (representing assets) to one or multiple categories.
- Categories are fully searchable, making the retrieval of assets easy.
- Unlike keywords, categories can create hierarchies. You can tailor each Cumulus catalog to be as simple or complex as the information you're managing.

To display records in a selected category, double-click the category or select the category and press ENTER.

You can expand or collapse categories by clicking the plus (+) and minus (-) buttons to the left of each category folder. To expand a category, click the plus (+) button to the left of the category name. As the Category expands, the plus (+) button becomes a minus (-) button.

Moving the cursor over a category and clicking the right mouse button displays the [Category popup menu](#), which features shortcuts to commonly used Category menu options.

{button ,AL(` basics',0,`,`')} [See also](#)

## **Cumulus Basics** **Using Edit Menu Commands**

You can use the commands in the Edit menu to select, deselect, cut, copy, paste, delete, and undo certain operations.

Cut	You can cut text in category names, record names, search values.
Copy	You can copy text in category names, record names, search values.
Paste	You can paste text in category names, record names, search values.
Delete	You can delete categories and records.
Undo	You can undo operations in name fields and search value fields, but you cannot undo other operations.
Select All	You can use Select All for categories and records.
Deselect All	You can use Deselect All for categories and records.
All	

## Cumulus Basics Printing Information

Cumulus features context-sensitive printing capability. Use the Print Setup command to set printing options, such as paper size. Although all printing commands are found on the File menu, the actual Print command that appears at any given time depends upon what is selected (i.e., records, categories, or asset previews). For information on printing asset previews, see [Printing Previewed Images](#) and [Printing Assets from Other Programs](#).

You can:

- [Print record information](#)
- [Print category information](#)
- [Print catalog activity information \(administrator only\)](#)
- [Preview information before printing](#)

{button ,AL(` basics',0,`,`')} [See also](#)



## Cumulus Basics

### Printing Information

#### Printing Record Information

You can print graphical [thumbnails](#), record details, and the contents of the [Record Properties dialog box](#).

**To print record information:**

1. Select the records to print.  
To select a sequence of records, hold down SHIFT and highlight the first and last record in the sequence.
  2. On the File menu, click Print Records.
  3. From the submenu, select one of the following:
    - As Small Thumbnails prints selected records as small thumbnails
    - As Medium Thumbnails prints selected records as medium thumbnails
    - As Large Thumbnails prints selected records as large thumbnails
    - Details prints the record's name, format, color mode, resolution, and modification date in a convenient table format
    - Properties prints the contents of the Record Properties dialog box
  4. Make the appropriate selections in the Print dialog box and click OK.
- {button ,AL(` basics',0,`,`')} [See also](#)

## Cumulus Basics

### Printing Information

#### Printing Category Information

You can print information about the selected [categories](#). You can also print [previews](#) of cataloged assets from within Cumulus or print an asset using another program. For more information see [Printing Previewed Images](#) and [Printing Assets from Other Programs](#).

**To print category information:**

1. Select the categories to print.  
To select a sequence of categories, hold down SHIFT and highlight the first and last category in the sequence.
2. On the File menu, click Print Categories.
3. Make the appropriate selections in the Print dialog box and click OK.

{button ,AL(`basics',0,`,`')} [See also](#)

## Cumulus Basics

### Printing Information

#### Printing Catalog Activity Information (administrator)

You can print information about the current catalog. You can also print [previews](#) of catalog activity information. For more information see [Printing Previewed Images](#).

**To print catalog activity information:**

1. Display the [Administration view](#).

On the File menu, click Print Catalog Activity.

Make the appropriate selections in the Print dialog box and click OK.

{button ,AL(` basics',0,`,`')} [See also](#)

# Cumulus Basics

## Printing Information

### Previewing

Print Preview allows you to view a print selection prior to printing.

#### To preview record information prior to printing:

1. On the File menu, click Print Preview Records or Print Preview Categories.
2. From the submenu, select one of the following:
  - As Small Thumbnails displays a preview of records as small [thumbnails](#)
  - As Medium Thumbnails displays a preview of records as medium thumbnails
  - As Large Thumbnails displays a preview of records as large thumbnails
  - Details displays a preview of record details in a convenient table format (i.e., the record name, format, color mode, resolution, and modification date)
  - Properties displays a preview of the [Record Properties dialog box](#)

A Preview window appears.

3. Select the appropriate button at the top of the window:
  - Print prints the current view
  - Next Page scrolls to the next page
  - Prev Page returns to the previous page
  - Two Page redraws the current view in a two-page format
  - Zoom In/Zoom Out controls the magnification of the current view
  - Close exits from Preview mode.

{button ,AL(`basics',0,`,`')}` [See also](#)

# Cataloging

[Cataloging Overview](#)

[Cataloging Rules](#)

[Cataloging Techniques](#)

[Creating Categories and Subcategories](#)

[Cataloging Using Drag-and Drop](#)

[Cataloging Using the Catalog Assets Command](#)

[Editing Categories](#)

[Updating Static Record Information](#)

## **Cataloging** **Cataloging Overview**

Cataloging is the process by which you integrate an asset into a [catalog](#) by creating records and optionally assigning them to [categories](#).

Adding an asset to a catalog creates a catalog entry (or record) that stores information about the original digital media file (e.g., the file name, the file location, file type, resolution, etc.). Categories allow you to organize records into logical, easy-to-use hierarchical groups.

When you catalog assets stored on the server running Cumulus Server, Cumulus [automatically](#) matches file names and paths with the appropriate operating system (Macintosh or Windows). If you store your assets in a location other than your own machine, be sure to follow normal cross-platform file naming rules.

Before cataloging, review the [Cataloging Rules](#) and be aware that [Cataloging options](#) directly impact the way in which the cataloging works.

There are two ways to catalog records:

[Drag and drop media files from Windows Explorer or Desktop to the Catalog window](#)

[Use the Catalog Assets command](#)

Once you've decided upon the cataloging method that best fits your needs, you can [automate](#) the process through Visual Basic or any other OLE compliant programming tool.

{button ,AL(' catalog',0,`,`')}`} [See also](#)

## Cataloging Cataloging Rules

The following rules make implementing Cumulus easier.

- **Create a Cumulus implementation plan.**

Determine how to [implement](#) Cumulus.

- **Create a logical asset naming system.**

Implementing an effective asset naming convention will save you time. An asset's file name should tell you what the asset is. If your needs are complex, create a "cheat sheet."

- **Organize assets into logical folders.**

When grouping assets into directories, consider future projects and archiving requirements. You can group assets by project, or group them by type (e.g., video, audio, graphics, and layout files) and then separate them by format. For example, within a folder called Video, you could create sub-folders called QuickTime, AVI, or MPEG.

By organizing your assets before you catalog them, you can take advantage of Cumulus' ability to simultaneously create categories and records in one easy step. For more information, see [About Automatically Created Categories](#).

- **Create a logical record naming system.**

When you catalog a file, Cumulus automatically assigns the media file name as the record name. However, you can [change the record name](#) in the Record Properties dialog box.

If your organization assigns project numbers, you can include them in record names (e.g., *Project 12345 ABC Corporation*). You can also include information you might want to search for later (e.g., job numbers or archive locations).

Avoid haphazardly assigning record names. If you do, you'll end up with a catalog that contains cryptic record names that only the cataloger understands.

- **Create a systematic cataloging process.**

A systematic cataloging process ensures that asset naming, directory organization and record naming stay consistent from one cataloging session to the next.

{button ,AL(`catalog',0,`,`')} [See also](#)

## Cataloging

### Cataloging Rules

#### **About Automatically Created Categories**

When you [catalog](#) an [asset](#), Cumulus automatically creates new [categories](#) that map the path (or location) to the media file. These categories display a small folder symbol within the category folder icon.

If you have a previously organized asset tracking system that utilizes nested folders broken out by project or file type, this feature allows you to catalog assets in one easy step.

Since this feature maps the path to the original [media file](#), it also offers a quick and easy way to find assets. For more information enabling or disabling this option, see [Include Folder Names as Categories](#).

{button ,AL(`catalog',0,`,`')} [See also](#)



## **Cataloging Cataloging Techniques**

Most Cumulus users choose from one of two general cataloging techniques:

- **Organize assets first**

With this method, you first organize assets into a logical folder structure and then determine where the files will be stored. You can drag and drop folders from Windows Explorer to the Catalog window, which automatically creates new categories that map the path to the original media file.

- **Create categories, then catalog**

If your work environment doesn't allow for the first method, you can use [categories](#) to organize your records. Create an effective, well-thought-out category structure, then catalog assets and associate records into the appropriate categories.

When you catalog your assets, you can use one of two methods:

[Drag-and-drop from Windows Explorer](#)

[The Catalog Assets Command](#)

{button ,AL(`catalog',0,`,`')} [See also](#)

## **Cataloging** **Creating Categories and Subcategories**

**Cataloging** involves the creation of both categories and records. Categories are the organizational “backbone” of your catalog. They provide an efficient organizational and classification system and a powerful record search and retrieval system

Before you create categories, decide how you want to organize and group your records. For example, if you have a catalog called Animals, you can set up categories that describe common animal groups (e.g., birds, cats, dogs, rodents, etc.)

### **To create a new category:**

1. On the Category menu (or from the [Category popup menu](#)), click New Root Category.  
A new highlighted category named Category appears.
2. Type a new category name and press ENTER. Category names can be up to 255 characters in length.  
Cumulus assigns the new category name.
3. Repeat steps 1 and 2 until you create all the categories you need.

Since many catalogs contain thousands of records, you may want to create hierarchical levels (or subcategories).

### **To create subcategories:**

1. On the Category menu (or from the [Category popup menu](#)), click New Subcategory.  
A new highlighted category (named Category) appears.
2. Type a new category name and press ENTER. Category names can be up to 255 characters in length.
3. Repeat steps 1 and 2 until you create all the subcategories you need.
4. To move a category, select and drag it to an appropriate “parent” category.  
To select a sequence of categories, hold down SHIFT and highlight the first and last category in the sequence.

{button ,AL(` catalog',0,`,`')}` [See also](#)

## **Cataloging** **Cataloging Using Drag-and-Drop**

With Cumulus you can quickly catalog assets by “[dragging and dropping](#)” files (or entire folders) from Windows Explorer or your Desktop to the Catalog window.

### **To catalog assets by dragging and dropping files:**

1. [Launch Cumulus and open a catalog.](#)
2. Launch Windows Explorer.
3. Minimize and arrange the Cumulus application window and Windows Explorer so each window takes up a portion of the screen.
4. In Windows Explorer, locate the file(s) to catalog.
5. Highlight the files(s) and/or folder(s) to catalog.  
Hold down CTRL to select more than one file/folder at a time. Hold down SHIFT to select a range of files/folders.
6. Drag and drop your selections onto the Record pane. If you’ve already created categories, drag and drop your selections to a specific category.

Once cataloging is complete, Cumulus displays:

- new records in the Record pane
- new categories that mirror the path (or location) to the original media file

[Categories Cumulus creates automatically](#) are identifiable by the small folder symbol appearing within the category folder icon. By default, Cumulus assigns the asset’s file name as the record name. For information on customizing record information (i.e., the record name) see [Customizing Record Properties](#).

{button ,AL(`catalog',0,`,`')} [See also](#)

## **Cataloging** **Cataloging Using the Catalog Assets Command**

Compared to [dragging and dropping files](#), this method has two limitations:

You can catalog only one file or folder at a time.

You cannot manually [associate assets](#) with existing categories.

By default, cataloging assets [automatically creates new categories](#) that mirror the path to the original digital media file.

You can configure Cumulus to [automatically associate records with specific categories](#).

### **To create new records using the Catalog Assets command:**

1. [Launch Cumulus and open a catalog.](#)
2. On the File menu, click Catalog Assets.  
The Catalog Assets dialog box appears.
3. In the Look in box, locate the file(s) to catalog.
4. Catalog assets one by one or catalog entire folders at once:
  - To catalog files one at a time, highlight each file and click Open.
  - To catalog the entire folder, display the folder name in the Look in field and click Catalog All.

As Cumulus creates a new record, the original file name appears in the Cataloging status window. Once cataloging is complete, Cumulus displays:

- new records in the Record pane
- new categories matching the path (or location) to the original media file

By default, Cumulus assigns the asset's file name as the Record name. For information on customizing record information (i.e., the record name) see [Customizing Record Properties](#).

{button ,AL(`catalog',0,`,`')} [See also](#)

## **Cataloging Editing Categories**

Once you create categories for your catalog, you can:

[Associate records with categories](#)

[Edit category names](#)

[Use the Catalog Popup Menu](#)

[Delete categories](#)

[Create category cross-references by creating related categories](#)

{button ,AL(` catalog',0,`,`')} [See also](#)

## Cataloging

## Editing Categories

### Associating Records with Categories

You can associate [records](#) with different [categories](#).

#### To associate a record with a different category:

1. Select the records to move.  
Hold down CTRL to select more than one record at a time. Hold down SHIFT to select a range of records.
2. [Drag and drop](#) the selected records onto the new category.  
Cumulus copies the records to the selected category.

{button ,AL(`catalog',0,`,`')} [See also](#)

## **Cataloging**

### **Editing Categories**

#### **Editing Category Names**

To edit a category name, highlight the existing name and type a new one. You can also edit category names using the options found on the Edit menu (i.e., Undo, Cut, Copy, Paste, Delete, and Select All) or the [Category popup menu](#).

{button ,AL(`catalog',0,`,`')} [See also](#)

## **Cataloging**

### **Editing Categories**

### **Using the Category Popup Menu**

The Category popup menu offers shortcuts to the following options.

<b>Command</b>	<b>Description</b>
Show Original Category	When a related category is selected, this option displays the original category.
Show Related Categories	If the selected category has related categories, selecting this option displays them.
Find Matching Records	Displays all records associated with the selected category.
<a href="#"><u>Save Matching Assets As</u></a>	Saves copies of all assets to a new specified location.
Expand	If applicable, expands the hierarchical structure of the selected category.
Collapse	If applicable, collapses the hierarchical structure of the currently selected category.
<a href="#"><u>New Root Category</u></a>	Creates a new root category.
Show Categories Containing	Allows you to quickly locate a category.
Expand All	Expands the hierarchical structure of all categories.
Collapse All	Collapses the hierarchical structure of all categories.

#### **To display the Category popup menu.**

1. Select the category name.
2. Click the right mouse button.

{button ,AL(` catalog',0,`,`')} [See also](#)



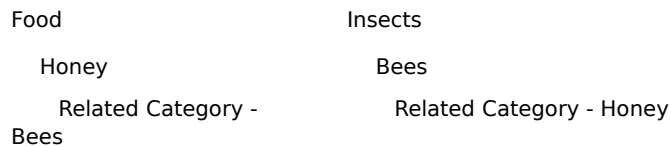
## Cataloging

### Editing Categories

### Creating Related Categories

You can create virtual cross-references called related categories. Related categories display an arrow symbol within their folder icons.

Related categories allow you to form relationships between categories. For example, suppose you have two categories called Insects and Food. The category Food contains the subcategory Honey. The category Insects contains the subcategory Bees. By creating related categories, you can create a virtual cross-reference between Bees and Honey.



By creating these cross-references, searching for the category Honey finds records in both Honey and Bees. You can configure Cumulus to [search for related categories](#).

#### To create a related category:

1. In the Category pane, select the category for which you wish to make a related category.
  2. On the Category menu or the [Category popup menu](#), click New Related Category.  
A related category appears.
  3. Drag and drop the related category onto the category for which you wish to create a virtual cross-reference.
- {button ,AL(`catalog',0,`,`')} [See also](#)

## **Cataloging**

## **Editing Categories**

### **Deleting Categories**

You can delete a category when the category folder structure no longer has any meaning. To find out if a category is still being used, double-click it. If you delete [automatically created categories](#), you can still locate assets in one of three ways:

- display the [Record Properties dialog box](#) and select the Asset tab to find the location
- select the record and then click Explore Asset from the Record menu
- search for the folder name using the [findbar](#)

#### **To delete a category:**

1. Select the category to delete by clicking the folder to the left of the category name.
2. On the Category menu or the [Category popup menu](#), click Delete Category.  
A dialog box appears confirming your request.
3. Click OK or Cancel.

{button ,AL(`catalog',0,`,`')}` [See also](#)

## **Cataloging** **Updating Static Record Information**

If you have access to the original media file, you can alter static record information (e.g., thumbnail, resolution, and size) for existing records by updating them. Updating a record refreshes the thumbnail and updates any static information that appears in the [Record Properties dialog box](#) if the file has changed.

### **To update static information for existing records:**

1. In the Record pane, select the record(s) to update.
2. On the Record menu, click Update.
3. From the submenu, select [Always](#).

{button ,AL(`catalog',0,`,`')} [See also](#)

## **Working with Records**

[Customizing Record Properties](#)

[Removing Records from a Catalog](#)

[Updating Records](#)

[Checking File References](#)

[Exporting and Importing Information](#)

[Utilizing Record Status](#)

[Using the Record Popup Menu](#)

## Working with Records

### Customizing Record Properties

Adding an [asset](#) to a [catalog](#) creates a catalog entry called a record. Records store searchable information about an asset, such as its file name, file location, file type, [resolution](#), etc. Cumulus displays record information in the Record Properties dialog box. The Record Properties dialog box contains three tabs (Record, Notes, and Asset) and displays a graphical thumbnail on the right side.

You can have Cumulus [automatically display the Record Properties dialog box](#) after it catalogs an asset.

#### To view or alter record properties:

1. Select a record.
2. On the Record menu or the [Record popup menu](#), click Properties.  
The Record Properties dialog box appears.
3. Move from one tab to another by clicking a tab title.  
[Record](#)  
[Notes](#)  
[Asset](#)
4. Make selections by selecting them and clicking Apply. You can [edit the record name](#).
5. To view other records without closing the dialog box, click the browse buttons beneath the thumbnail.
6. To activate your selections and exit the dialog box, click OK.

From within the Record Properties dialog box, you can display a popup menu that allows you to copy a thumbnail from one record to another, or copy from an asset preview to a record.

#### To copy a thumbnail:

Select the record whose thumbnail you want to copy.

Display the Record Properties dialog box.

Right-click over a thumbnail.

From the popup menu, choose Copy Thumbnail.

Select the record into which you want to paste the thumbnail

Display the Record Properties dialog box.

Right-click over a thumbnail.

From the popup menu, choose Paste Thumbnail.

{button ,AL(`records',0,`,`')} [See also](#)

## Working with Records

### Customizing Record Properties

#### Editing Record Names

When you catalog a file, Cumulus automatically assigns the asset's file name as the Record Name. You can change the Record Name to more fully describe the asset or to track it with your own internal naming conventions. This is useful if the original file name is not meaningful, or if the file is read-only.

A Record Name can be up to 63 characters long. Some users create names based on information they might want to search or sort for in the future (e.g., a job number or archive location). Certain characters are not compatible in all operating systems.

#### **To edit a record name:**

1. Select the record to rename.
2. On the Record menu, click Properties.  
The Record Properties dialog box appears.
3. Highlight the existing name and type a new one.  
The Record Name can be up to 63 characters long.
4. Click Apply.

{button ,AL(`records',0,`,`')} [See also](#)

## Working with Records

### Customizing Record Properties Using the Record Tab

The Record tab stores general information about the [asset](#).

Option/Field	Purpose
Protection, Do not change	Prevents accidental changes to an asset.
Protection, Do not delete	Prevents anyone from deleting the asset.
Name	Displays a unique record name. By default, Cumulus assigns the asset's file name as the record name, but you can <a href="#">change it</a> .
Cataloged	Displays the cataloging and record creation date.
Modified	Displays the date the selected record was last modified.
User	By default, contains the name of the person who cataloged the file. To edit the entry, highlight it, type a new name, and click Apply.  You can <a href="#">set this entry automatically</a> .
Status	Each record can be assigned one <a href="#">status</a> from the Status list. To assign a different <a href="#">status</a> , select it from the Status list and click Apply.
Categories	The Categories list displays all <a href="#">categories</a> the record is currently associated with.  To remove the relationship between a record and a category, select the category, click Remove, and click Apply.

{button ,AL(`records',0,`,`')} [See also](#)

## Working with Records

### Customizing Record Properties Using the Notes Tab

The Notes tab allows you to enter additional searchable information about a record. Notes serve both as a place to store information about a record and as a search condition.

Each record can have up to 32 KB of note text including, for example:

- where the asset came from
- the location of related information (i.e., hard copies, transparencies, video clips, or audio recordings)
- copyright, usage rules, permission, or license information
- instructions on how to print, use, or edit the asset
- the asset's "change history" (how, what, and when an asset was altered)
- IPTC header information from JPEG or JFIF files (specific formats specified by the International Press Telecommunications Council and used by newswire services).

When entering note information, remember that unusually large notes can slow down overall performance. In general, remember to:

- keep notes as brief as possible
- avoid using unneeded words (i.e., the, a, or an)

You can [automate note creation](#).

{button ,AL(`records',0,`,`')} [See also](#)



## Working with Records

### Customizing Record Properties Using the Asset Tab

The Asset tab stores mostly static information about the asset that is captured during the cataloging process.

Option/Field	Purpose
MacOS/ Windows	Displays the location of the cataloged asset using both Macintosh and Windows operating system conventions.
Program	Lists the program that is associated with the cataloged asset.
File Format	Displays the file format of the cataloged asset.
Size	Displays the size of the cataloged asset.
Created	Displays the date the asset was created.
Modified	Displays the date the asset was last modified.
Color Mode	Displays the asset's color mode (i.e., line art, grayscale, or color).
Resolution	Displays the asset's <a href="#">resolution</a> (dpi or dots per inch).
Height	Displays the asset's height.
Width	Displays the asset's width.
More Information	Displays specific information that was imported during the <a href="#">cataloging</a> process and is specific to the file format (e.g., the duration of a video clip).

{button ,AL(` records',0,`,`')} [See also](#)

## Working with Records

### Removing Records from a Catalog

When you delete an asset, you can specify whether or not to delete its original [media file](#) as well.

#### To remove an assigned record from a catalog:

1. In the [Record pane](#), find and select the record to remove.
2. From the Record menu or the [Record popup menu](#), click Delete Record, or press DELETE.

The Delete Records dialog box appears.

Selecting Also delete Asset deletes both the selected record and the original media file. Use the Also delete Asset option carefully.

3. To delete the selected records, click Delete. To cancel, click Cancel.

{button ,AL(` records',0,`,`')} [See also](#)

## Working with Records

### Updating Records

If you modify an asset after cataloging, it's a good idea to update its record. Updating a record refreshes the [thumbnail](#) and updates any static information that appears in the [Record Properties dialog box](#). Customizable record information (e.g., Record Name and Notes) is not affected by updating. You must have access to the original asset files to update catalog records. It is best to have an automated update procedure.

#### To update a record:

1. In the [Record pane](#), select the records to update.
2. On the Record menu or the [Record popup menu](#), click Update.
3. From the submenu select either If Asset has Changed or Always.
  - If Asset has Changed updates record information only if the current asset has changed since cataloging.
  - Always creates a new thumbnail and updates record information regardless of when the asset was last changed. This is useful if you have altered an asset or updated the general [Cataloging Options](#).

{button ,AL(`records',0,`,`')}` [See also](#)

## Working with Records

### Checking File References

If you move an asset after cataloging, check the reference Cumulus uses to locate the file. Keeping this file reference up-to-date is crucial.

When you check a file reference, Cumulus verifies that the asset is still located in the same place it was when it was cataloged. If Cumulus cannot find it, a dialog box appears so you can specify a new location. You must have access to the original media files to check file references.

#### **To check an asset's file reference:**

1. In the [Record pane](#), select the records to check.
  2. On the Record menu or the [Record popup menu](#), click Update Asset Reference.  
Cumulus checks (or resolves) all file references and updates the record.  
If the original file cannot be found, a dialog box appears. The name of the media file in question appears in the File name field.
  3. To re-establish a link to a media file, locate and highlight the file in the Look in box and click Open.
  4. To ignore a specific media file, click Skip File.
- {button ,AL(` records',0,`,`')} [See also](#)

## Working with Records

### Exporting and Importing Information

You can [export](#) record, category, or query information to a tab-delimited text file which can then be [imported](#) into other catalogs or applications. This lets you move large numbers of records between catalogs or merge record data with other applications.

The file type Cumulus creates depends upon the information you are exporting.

<b>Export/Import Information</b>	<b>Cumulus File Type/Extension</b>
Category information	<a href="#">Cumulus Category Exchange File</a> (*.cce)
Record information	<a href="#">Cumulus Record Exchange File</a> (*.cre)
Query information	<a href="#">Cumulus Query Exchange File</a> (*.cqe)

When exporting both category and record information, you must first export/import [categories](#) and then the [records](#) that are assigned to them. Failure to export and import in this order breaks the relationship between categories and records.

{button ,AL(`records',0,`,`')} [See also](#)

## Working with Records

### Exporting and Importing Information

#### Exporting Information

You can export record, category, or query information to a tab-delimited text file which can then be [imported](#) into other catalogs or applications.

#### **To export record, category, and query information:**

1. In the [Catalog window](#), select the records, categories, or queries to export.
2. On the File menu, click Export and select the appropriate submenu option.  
The Save As dialog box appears.
3. In the Save in field, specify where to save the [Cumulus Record Exchange File](#).
4. To accept the default file name, click Save. Otherwise, enter a new name in the File name field and then click Save.

Cumulus saves the information in the [appropriate location](#) using the appropriate file type.

{button ,AL(` records',0,`,`')} [See also](#)

## Working with Records

### Exporting and Importing Information Importing Information

Cumulus creates [three specific file types](#) when [exporting](#) record, category, or query information. You can use the Import command to import this information, or you can copy records and categories by dragging and dropping them between catalogs.

#### **To import record, category, or query information into a catalog:**

1. On the File menu, click Import.
2. From the submenu, select the appropriate import option.  
An Open dialog box appears.
2. In the Look in box, select the file to import and click Open.

{button ,AL(`records',0,`,`')} [See also](#)

## Working with Records Utilizing Record Status

Every record can be assigned a user-defined [status](#), which provides information about its condition or state, for example, scanned, retouched, under revision, approved. Every catalog has one status list which can consist of 1 to 256 terms. There are two ways to assign status terms:

- [Automatically](#) assign a default status term during the cataloging process.
- [Manually](#) assign the status term in Record Properties dialog box.

You can add, change, and delete status terms.

### **To add a new status term:**

1. On the Record menu, click Status List.  
The Status List dialog box appears. By default the Status List contains the default term Status.
2. Click Insert Above or Append to add a new status term:
  - To add a new term above Status, click Insert Above.
  - To add a new term below Status, click Append.A new window appears.
3. Type a new status term. To enter additional terms, click Insert Next or Append Next. When all new terms have been entered, click OK.

### **To change an existing status term:**

1. On the Record menu, click Status List.  
The Status List dialog box appears.
2. From the list of available status terms, select the one to change and click Change.  
The Change Status window appears.
2. Edit the existing status term and click OK.

### **To delete status terms:**

1. Open the catalog containing the status term to delete.
2. On the Record menu, click Status List.  
The Status List dialog box appears. If you delete a term currently assigned to a record, a dialog box appears. Select a new status for the record and click OK.
3. From the list of available status terms, select the term to delete and click Delete. You cannot delete the last remaining term.

{button ,AL(` records',0,`,`')} [See also](#)



## Working with Records Using the Record Popup Menu

The Record popup menu offers a shortcut to commonly used Record menu commands.

<b>Command</b>	<b>Description</b>
Cut	Cuts the selection and copies it to the Clipboard.
Copy	Copies the selection to the Clipboard.
Paste	Pastes the contents of the Clipboard to a new location (e.g., a catalog).
<a href="#">Update</a>	Refreshes the <a href="#">thumbnail</a> and updates any static information that appears in the <a href="#">Record Properties dialog box</a> .
<a href="#">Update Asset Reference</a>	Updates the reference to the asset location. If Cumulus cannot find the asset, a dialog box appears so you can specify a new location.
<a href="#">Delete Record</a>	Deletes the currently selected record.
Rotate Thumbnail	Rotates the selected thumbnail 90 degrees clockwise, 90 degrees counterclockwise, or 180 degrees.
<a href="#">Optimize Thumbnail</a>	Optimizes a thumbnail's appearance.
Open Asset with	Launches the program associated with an asset so you can preview or <a href="#">edit</a> it.
Print Asset with	Launches the program associated with an asset so you can <a href="#">print</a> it.
Explore Asset	Lets you manually <a href="#">locate assets in Windows Explorer</a> .
Copy Asset To	<a href="#">Copies assets</a> to the specified location.
Move Asset To	<a href="#">Moves an asset</a> to a new location. This copies the asset and deletes the file in the original location.
Send Asset	<a href="#">Routes an asset through e-mail</a> by attaching it to an e-mail message.
Asset Preview	Displays a <a href="#">preview</a> of an asset.
<a href="#">Properties</a>	Displays the <a href="#">Record Properties dialog box</a> .

### To display the Record popup menu:

1. Move the cursor over a record [thumbnail](#) or text entry and click the right mouse button.  
The Record popup menu appears.
  2. To select a specific menu option, click it.
- {button ,AL(`records',0,`,`')}` [See also](#)

## **Searching**

[Searching Overview](#)

[Using the Findbar](#)

[Saving Searches](#)

[Understanding Category Search Preferences](#)

[Using the Search Compass](#)

[Browsing the Catalog Window](#)

[Viewing the Catalog List](#)

## Searching

### Searching Overview

In Cumulus, there are three ways to search for records:

- search for records that match a specific [category](#)
- use the [findbar](#) to build search queries that consist of one or more search conditions. You can [save queries](#) you create. There are two types of searches:
  - [simple searches](#)
  - [compound searches](#)
- [browse](#) the Catalog window

You can switch between methods as needed.

{button ,AL(`search',0,`,`')} [See also](#)

## Searching Using the Findbar

The Cumulus findbar lets you build search queries consisting of one or multiple search conditions. By default, the findbar appears at the top of the Cumulus application window, directly below the toolbar. You can drag the findbar to another location. You can hide or display the findbar by clicking Findbar on the View menu. You can change the focus to a [condition](#) or [query](#) field with commands on the Find menu.



The findbar consists of three basic components that allow you to build a search query:





- The condition buttons on the left side of the findbar determine the number of search conditions. If your query has more than one condition, the condition buttons are next to the current condition.

Condition Button	Function
Insert Condition Above	Adds a new condition above the current one.
Insert Condition Below	Adds a new condition below the current one.
Delete Condition	Removes the current condition.
Delete All Conditions	Removes all conditions.
Duplicate Condition	Copies the current condition.

- The three search condition fields (in the middle of the findbar) let you build a search.

Condition Field	Function
Criteria	Defines what you're searching for (e.g., record name, file type, color mode, etc.).
Operator	Defines how you want to search (e.g., contains, starts with, is, is not, etc.).
Value	Allows you to further qualify your search by adding single or partial words, numbers, or dates.

- The four search buttons on the right side of the findbar execute the search.

Search Button	Function
 Find in Active Catalog	Searches for all records in the currently active catalog.
 Find Again	Searches the displayed records to narrow down the search results.
 Find in All Catalogs	Searches for records in all currently open catalogs.
 Show All	Displays all records in the currently active catalog.

There are two types of searches:

- [simple searches](#)
- [compound searches](#)

For examples of queries, see [Search Query Examples](#). You can [save queries](#) you create.

{button ,AL(`search',0,`,`')} [See also](#)

## Searching

### Using the Findbar

#### **Changing the Focus to a Condition Field**

You can set the focus (move the cursor) to the current condition in the findbar by choosing Select Condition Field from the Find menu.

## Searching

### Using the Findbar

#### **Changing the Focus to the Query Field**

You can set the focus (move the cursor) to the query field by choosing Select Query Field from the Find menu.

## Searching

### Using the Findbar

#### Running a Simple Search

Simple searches have only one search condition. Use simple searches in combination with the Find Again button to narrow down your search results. For examples of queries, see [Search Query Examples](#).

#### To build a simple search:

1. Select a criteria from the Search Criteria field (e.g., record name, file type, color mode, etc.).
2. Select a search operator from the Search Operator field (the way in which you wish to search).
3. In the Value field, enter single or partial words, numbers, or dates to further qualify your search.

Dragging a record onto the Value field is a quick way to enter relevant record information. To clear all search fields, click Delete.

4. Click the appropriate Search button (Find in Active Catalog, Find Again, Find in All Catalogs or Show All).

Cumulus displays all matching records in the [Record pane](#). The Record Status field (on the right side of the [status bar](#)) summarizes how many records match the requested query. For example, “25 of 117 (1 selected)” means that:

- 25 records match the current search conditions
- 117 total records are available in the current catalog
- 1 record is currently selected

{button ,AL(`search',0,`,`')} [See also](#)

## Searching

### Using the Findbar

### Running a Compound Search

Compound searches have two or more search conditions. For examples of queries, see [Search Query Examples](#).

#### To build a compound search:

1. Determine the number of search conditions to search for.
  - To add a search above the current selected condition, click Insert Condition Above.
  - To add a search below the selected condition, click Insert Condition Below.
  - To delete a search condition, click any of its condition fields and click Delete Condition.
2. For the first search condition:
  - Select a criteria from the Search Criteria field (e.g., record name, file type, etc.).
  - Select a search operator from the Search Operator field.
  - In the Value field, enter additional information appropriate to further qualify your search.
3. From the Condition Operator field, select “and” or “or.”
  - The “and” operator finds only records that match both search conditions. “And” searches are more restrictive.
  - The “or” operator finds any records that match either search condition. “Or” searches are broader and typically result in a higher number of matching records.
4. For the next search condition:
  - Select a criteria from the Search Criteria field (e.g., record name, file type, etc.).
  - Select a search operator from the Search Operator field.
  - In the Value field, enter single or partial words, numbers, or dates to further qualify your search.

**Note:** The box containing the Insert, Append, and Delete buttons appears next to the currently active search condition.
5. Repeat steps 3 and 4 until all search conditions have been entered.
6. Click the appropriate Search button (Find in Active Catalog, Find Again, Find in All Catalogs or Show All).

Cumulus displays all matching records in the Record pane. The Record Status field (right side of the status bar) summarizes how many records match the requested query. For example, “25 of 117 (1 selected)” means that:

  - 25 records match the current search conditions
  - 117 total records are available in the current catalog
  - 1 record is currently selected

{button ,AL(` search',0,`,`')} [See also](#)




## 📖 Searching

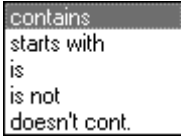
### 📖 Using the Findbar

#### Search Query Examples

In a full-text search, Cumulus searches for full or partial words, numbers, or dates without regard to capitalization. The following examples show how to search for records using various record characteristics. For example, searching for r\_s would find “for single.”

To search for...	use one of these operators...	and this value...
Record Name	contains starts with is is not doesn't cont.	Enter single or partial words to perform a full text search.
File Format	is is not	Select or enter a file format.
Color Mode	is is not	From the list, select Line Art, Grayscale, or Color.
Resolution	under up to is is not from over	Enter a numeric value for <a href="#">resolution</a> in dots per inch (dpi).
File Size	under up to is is not from over	Enter numbers in bytes: type KB for <a href="#">kilobytes</a> type MB for <a href="#">megabytes</a>
Modification Date (of the record)	is is not prior to after	Enter a date using the format specified by your operating system.
Creation Date (of the file)	is is not prior to after	Enter a date using the format specified by your operating system.
Volume Name	contains starts with is is not doesn't cont.	Enter single or partial words to perform a full text search.
File Name	contains starts with is is not doesn't cont.	Enter full or partial words to perform a full text search.
Folder Name	contains starts with is is not doesn't cont.	Type the full or partial name of a folder as it appears in Windows Explorer (case-insensitive).
User Name	contains starts with is is not doesn't cont.	Enter full or partial words to perform a full text search.
Status	is is not	From the list, pick a status.

Thumbnail 

Category 

Notes 

{button ,AL(`search',0,`,`')} [See also](#)

[Drag and drop](#) a sample thumbnail onto the field to perform a similarity search, comparing brightness and contrast with a loose tolerance.

Enter a Category name or drag a category or a record from the Catalog window.

If your category structure includes duplicate category names, drag and drop a category rather than typing its name.

The [Application Preferences dialog box](#) controls how Cumulus searches categories.

Enter full or partial words to perform a full text search.

## Searching Saving Search Queries

You can save any search query. By default, the [querybar](#) is disabled. To display the querybar, select Querybar from the View menu. The querybar appears to the right of the [toolbar](#).



### **To save the active search query:**

1. In the querybar, type a name and click Save Query.
2. Cumulus adds the new query to the querybar list.

### **To retrieve a saved search query:**

1. On the findbar, select a search condition by clicking its Condition field.
2. On the querybar, select a saved query from the list.  
Cumulus inserts the saved query.

### **To delete a saved search query:**

1. On the querybar, select the query you wish to delete.
2. Click the Delete Query button.  
Cumulus deletes the query from the querybar list.

{button ,AL(` search',0,`,`')} [See also](#)

## **Searching** **Understanding Category Search Preferences**

You can select a number of search preferences in the [Search tab of the Application Preferences dialog box](#). Under Category View Search Finds Records you can select one of two search techniques:

- Matching At Least One Selected Category finds records associated with at least one of the categories included in your search.
- Matching All Selected Categories finds records associated with all categories included in your search.

Under Category Search Also Finds Records of... you can determine the direction Cumulus searches categories (that is, Categories Above the Selected and/or Categories Below the Selected).






The “and Related Categories” option allows you to search for related categories.

{button ,AL(`search',0,`,`')} [See also](#)

## Searching Using the Search Compass Icon

The Search Compass icon in the center of the status bar displays information about current search preferences and is a shortcut to the [Application Preferences dialog box](#).

The icon tells you which search preferences are currently enabled. Click the icon to display the Application Preferences dialog box and alter the search preferences if necessary.

Enabled Search Preferences	Icon
Matching At Least One Selected Category	
Matching All Selected Categories	
Category Search Also Finds Records of Categories Above the Selected	
Category Search Also Finds Records of Categories Below the Selected	
And Related Categories	

{button ,AL(`search',0,`,`')} [See also](#)

## **Searching** **Browsing the Catalog Window**

Browsing the Catalog window is a simple, common-sense approach to finding records. If you've taken the time to design a well-organized category structure, you can quickly locate records by expanding categories in the Catalog pane.

To view all records associated with a category, double-click it. To expand a category, click the plus (+) buttons to the left of the category name. When the Category expands, the plus (+) button becomes a minus (-) button.

{button ,AL(`search',0,`,`')} [See also](#)

## **Searching** **Viewing the Category List**

You can view a list of all categories in the current catalog by choosing Category List from the View menu. When this item is checked, the category hierarchy appears next to the Record pane. Otherwise, only the Record pane appears.

{button ,AL(`search',0,`,`')} [See also](#)

## **Managing Assets**

[Previewing Cataloged Assets](#)

[Locating Assets within Explorer](#)

[Placing Assets into Documents](#)

[Copying Assets](#)

[Routing Assets through E-mail](#)

[Moving Assets](#)

[Deleting Assets](#)

[Editing Assets](#)

[Printing Assets from Other Programs](#)



## Managing Assets

### Previewing Cataloged Assets

Once you've cataloged an asset, you can [preview](#) it without launching another application. You can set application preferences to launch an Asset Preview window any time you double-click a thumbnail. For more information, see [Customizing Application Preferences](#). In preview mode, you can [copy](#) and [print](#) images.

#### To display a preview of a cataloged asset:

1. In the [Record pane](#), select the record representing the asset to preview.
2. On the Records menu, click Asset Preview.  
For assets using proprietary formats, use the [Open Asset With](#) command.  
An Asset Preview window appears. You can [zoom, scale, and rotate](#) the preview.
3. To close an open Asset Preview window, click Close on the File menu, or click the Close button in the upper right corner of the Asset Preview window.

{button ,AL(`manage',0,`,`')} [See also](#)

## Managing Assets

## Previewing Assets

### Zooming, Scaling, and Rotating Previews

Displaying an Asset Preview window creates a new menu called the Preview menu and adds Preview buttons to the [toolbar](#). You can change the Asset Preview window's magnification and orientation or reset the view to the initial view. The current Zoom Factor appears on the right side of the status bar.

#### To zoom or rotate an Asset Preview window:

1. Select the Asset Preview window and make it the active window.

The Preview menu appears in the menubar and Preview buttons appear on the right side of the toolbar.



2. To zoom or rotate a preview, do one of the following:
  - Select the appropriate Preview icon (i.e., Zoom Out, Zoom In, 90 degrees Counterclockwise or 90 degrees Clockwise).
  - Select the appropriate Preview menu option (i.e., Zoom Out, Zoom In, 90 degrees Counterclockwise or 90 degrees Clockwise).
3. To reset the preview to its initial size, do one of the following:
  - Select the Reset Preview icon.
  - Select Reset to Initial Preview from the Preview menu.
4. To fit the preview within the application window, do one of the following:
  - Select the Fit Preview to Window icon.
  - Select Fit to Main Window from the Preview menu.

{button ,AL(`manage',0,`,`')} [See also](#)

## **Managing Assets**

### **Previewing Assets**

#### **Copying Preview Images**

If an Asset Preview window contains an image file, you can copy and paste it into a new document. For best quality and easier version control in a layout document, you may prefer to copy the actual media file. See [Copying Assets](#) and [Placing Assets into New Documents](#).

##### **To copy and paste a previewed image:**

1. Select the Asset Preview window and make it the active window.
2. On the Edit menu, click Select All and then Copy.
3. Paste the copied image into your document.

##### **To copy part of a previewed image:**

1. Select the Asset Preview window and make it the active window.
2. Select the portion of the image to copy.  
A small dotted line shows your selection.
3. On the Edit menu, click Copy.
4. Paste the copied image into your document.

{button ,AL(`manage',0,`,`')} [See also](#)

## **Managing Assets**

### **Previewing Assets**

### **Printing Previewed Images**

You can print the previewed image from within Cumulus.

#### **To print a previewed image from within Cumulus:**

1. On the File menu, click Print Asset Preview.
  2. From the submenu, select one of the following:
    - from View
    - with ApplicationThe Print dialog box appears.
  3. Make the appropriate dialog box selections and click OK.
- {button ,AL(`manage',0,`,`')} [See also](#)

## **Managing Assets** **Locating Assets within Explorer**

You can manually locate assets in Windows Explorer.

### **To locate assets in Windows Explorer:**

1. Select one or more records in the [Record pane](#), or display the [Record Properties](#) dialog box.
2. From the Record menu, click Explore Asset.

Cumulus launches Windows Explorer and locates the assets. If multiple assets are selected, multiple Explorer windows appear.

{button ,AL(`manage',0,`,`')} [See also](#)

## **Managing Assets** **Placing Assets into Documents**

You can [drag and drop](#) a record from the Catalog window into a document in another application, if that application supports OLE dragging and dropping.

### **To place assets by dragging and dropping:**

1. Make sure the target application is running and the destination document is open.
2. Launch Cumulus and locate the records representing the assets to place.
3. Click and drag the records to the target document.

Hold down CTRL to select more than one record at a time. Hold down SHIFT to select a range of records.

The asset appears in the target document.

{button ,AL(`manage',0,`,`')} [See also](#)

## **Managing Assets** **Copying Assets**

Cumulus offers a number of different ways to quickly copy assets to a new locations. The records that Cumulus copies are controlled by [category search preferences](#). From within Cumulus you can:

- Make copies of assets by dragging records or categories to the desktop.  
When you drag categories to the desktop, Cumulus creates a folder matching the category name and copies all the associated records into it.
- [Copy assets to a new location](#) using Copy Asset To on the Record menu.
- Distribute assets to co-workers by [attaching them to e-mail messages](#) .

{button ,AL(`manage',0,`,`')} [See also](#)

## **Managing Assets**

### **Copying Assets**

#### **Using Copy Asset To**

You can copy one or more cataloged assets from either the [Record pane](#) or the [Record Properties dialog box](#).

##### **To copy assets:**

1. Select one or more records in the Record pane.
2. From the Record menu, click Copy Asset To. You can also select Copy Asset To in the [Record Properties](#) dialog box by clicking the right mouse button and selecting it from the pop-up menu.

The Copy Asset To dialog box appears.

3. In the Save in field, enter a destination and click Save. To cancel, click Cancel.

Cumulus copies all files to the specified locations.

{button ,AL(`manage',0,`,`')} [See also](#)



## **Managing Assets** **Routing Assets through E-mail**

Routing an asset through e-mail sends it as an attachment to an e-mail message. To route assets through e-mail you need to have an e-mail system compatible with the Messaging Application Programming Interface (MAPI).

### **To e-mail assets:**

1. Select the record representing the asset to mail.
2. On the File menu, click Send Asset.  
The Choose Profile dialog box appears.
3. Select a profile based on the e-mail system installed on your system.
4. To select a new information service, click New and follow the instructions.
5. To close the Choose Profile dialog box and accept the displayed profile click OK. To cancel, click Cancel.

{button ,AL(`manage',0,`,`')} [See also](#)

## **Managing Assets** **Moving Assets**

Moving an asset from within Cumulus is a two-step process. Cumulus first copies the asset to a new location and then deletes it from the original location. Cumulus updates the catalog reference to reflect the new location.

### **To move cataloged assets:**

1. Select one or more records in the [Record pane](#), or [display the Record Properties](#) dialog box.
2. From the Record menu, click Move Asset To.  
The Move Asset to dialog box appears.
3. In the Save in field, enter a destination and click Save. To cancel, click Cancel.
4. Repeat step 3 for all selected assets.

Cumulus moves the files to the specified locations and updates all references.

{button ,AL(`manage',0,`,`')} [See also](#)

## **Managing Assets** **Deleting Assets**

Selecting the Also Delete Asset option in the Delete Records dialog box is a quick way to delete both the selected record and the original media file.

### **To delete both a record and the asset:**

1. In the [Record pane](#), select the record to delete.
2. From the Record menu, click Delete Record, or press DELETE.  
The Delete Records dialog box appears.
3. Select Also Delete Asset and click Delete. To cancel, click Cancel.

Cumulus deletes the selected records and the original media files for those records.

{button ,AL(`manage',0,`,`')} [See also](#)

## **Managing Assets** **Editing Assets**

If you have a program installed that can edit an asset, you can use Cumulus to launch the program and open the file.

### **To edit a cataloged asset using another program:**

1. Select one or more records in the [Record pane](#).
2. From the Record menu or the [Record pop-up menu](#), click Open Asset with, and then choose Associated Program or Other.

Cumulus launches the program, which then opens the file.

{button ,AL(`manage',0,`,`')} [See also](#)

## **Managing Assets**

### **Printing Assets from Other Programs**

If you have a program installed that can print an asset, you can use Cumulus to launch the program and open the file. For an overview on printing, see [Printing Information](#).

#### **To print an asset using another program:**

1. Select one or more records in the Record pane.
2. From the Record menu or the [Record pop-up menu](#) , click Print Asset with, and then choose Associated Program or Other.

Cumulus launches the program, which then opens and prints the asset.

{button ,AL(`manage',0,`,`')} [See also](#)

## **Tailoring Cumulus**

[Customizing Application Preferences](#)

[Setting Cataloging Options](#)

## Tailoring Cumulus Customizing Application Preferences

The Application Preferences dialog box lets you customize and define general program behaviors such as:

- whether the program reopens the last-used catalog at startup
- how Cumulus displays records ([Thumbnail](#) or Details view)
- mouse double-click preferences
- whether certain warnings should appear or be suppressed
- display options (e.g., [Record Properties dialog box](#) behavior, desired measurement units, grid use during window resizing, and whether the Details window is enabled or disabled)
- general search behavior

### To view or alter your application preferences:

1. On the View menu, click Preferences.  
The Application Preferences dialog box appears.
2. Move from one tab to another by clicking a tab title.  
[General](#)  
[Display](#)  
[Search](#)
3. Make selections and click Apply. To activate all selections and exit the dialog box, click OK. To cancel, click Cancel.

{button ,AL(`customizing',0,`,`')} [See also](#)

## Tailoring Cumulus

### Customizing Application Preferences

#### General Tab

The General tab controls general program behavior.

Option	Purpose
At Startup, Reopen Catalogs	Automatically reopens the last-used catalog at startup.
Open Catalogs	<p>Determines the appearance of the <a href="#">Record pane</a> when a catalog is opened. Open Catalogs options change the view of newly opened catalogs only. To alter the view of a catalog currently on-screen, select the desired view from the View menu.</p> <p>Available options include:</p> <ul style="list-style-type: none"><li>• As They Were Closed displays records as they appeared when the catalog was last closed</li><li>• In Details View displays records in a convenient table that lists the record name, format, color mode, resolution, and modification date</li><li>• In Thumbnail View displays records as graphical thumbnails</li><li>• In Administration View displays a special window that monitors catalog activity.</li></ul>
Double-click on Record	<p>Determines what happens when you double-click a record. Available options include:</p> <ul style="list-style-type: none"><li>• Opens Record Properties displays the <a href="#">Record Properties dialog box</a></li><li>• Opens Asset Preview displays a <a href="#">preview</a> of the cataloged asset</li></ul>
Warning Dialogs	<p>Controls whether or not certain warning dialog boxes appear. Available options include:</p> <ul style="list-style-type: none"><li>• Show Warnings displays all warnings</li><li>• Suppress Warnings suppresses certain warnings</li></ul>

{button ,AL(`preferences',0,`,`')} [See also](#)



## Tailoring Cumulus

### Customizing Application Preferences

#### Display Tab

The Display tab controls how catalogs and records are displayed and measured, and how the [Record Properties dialog box](#) behaves.

Option/Field	Purpose
Thumbnail View	Determines if the record name is displayed in Thumbnail view and/or if a Details window appears when the cursor is positioned over a thumbnail.
Preview Size	Controls the size of an Asset Preview window. Available options include: <ul style="list-style-type: none"><li>• Original Size displays an Asset Preview using the actual size of the cataloged asset</li><li>• Fit to Main Window resizes the Asset Preview to fit the Cumulus Application window</li><li>• Other lets you enter the preferred Asset Preview size in the field provided</li></ul>
Measurement, Unit	Determines the unit of measurement (e.g., inches, centimeters, etc.) that appears in the Record Properties dialog box.
Record Properties Dialog Box, Always on Top	Always displays the Record Properties dialog box on top of all Cumulus windows.
Catalog Window, Use Grid for Resizing	Automatically resizes the <a href="#">Record pane</a> to minimize white space.

{button ,AL(`preferences',0,`,`')} [See also](#)

## Tailoring Cumulus

### Customizing Application Preferences

#### Search Tab

Options on the Search tab affect how Cumulus locates records using the [findbar](#) and how [categories](#) display records.

Within Cumulus, the term search means more than using the findbar to locate records. When you click on a category to display records, the program performs a search to locate all records in that category. For more information on category searching, see [Understanding Category Search Preferences](#).

Under Category View Search Finds Records, you can select one of two search techniques:

- Matching At Least One Selected Category finds records associated with at least one of the categories selected in the Category pane.
- Matching All Selected Categories finds records associated with all categories selected in the Category pane.

Under Category Search Also Finds Records of, you can determine the category search scope. Selecting Categories Below the Selected enables the “and Related Categories” option, which lets you search for related categories as well as the ones specified by the search.

{button ,AL(` preferences',0,`,`')} [See also](#)

## Tailoring Cumulus Setting Cataloging Options

The Cataloging Options dialog box controls the way in which Cumulus catalogs assets and the kinds of information that are imported during cataloging. For information on altering Cataloging Options for existing records, see [Updating Static Record Information](#).

Options in this dialog box include:

- whether to include automatically-assigned customized notes, status terms, and user names
- whether to automatically display the [Record Properties dialog box](#) as each asset is cataloged
- whether [records](#) should be associated with default [categories](#)
- whether [catalogs](#) can have multiple records for the same asset
- which [file filters](#) are available and in what order
- how Cumulus creates [thumbnails](#)

### To display the Cataloging Options dialog box:

1. On the File menu, click Cataloging Options.

The Cataloging Options dialog box appears.

2. Move from one tab to another by clicking a tab title.

[General](#)

[Categories](#)

[Assets](#)

[File Formats](#)

3. Make selections and click Apply. To activate all selections and exit the dialog box, click OK. To Cancel, click Cancel.

{button ,AL(`customizing',0,`,`')} [See also](#)

## Tailoring Cumulus

### Setting Cataloging Options

#### Cataloging Options, General Tab

The General tab allows you to specify default presets that Cumulus assigns every time you [catalog](#) an [asset](#) . Most of these presets can be edited later in the [Record Properties](#) dialog box.

Option/Field	Purpose
Records, Notes	Entering text in the <a href="#">Notes</a> field automatically adds note information to all new records during the cataloging process. You can view or edit notes in the <a href="#">Record Properties dialog box</a> .
Records, Status	Assigns the selected status to all new records during the cataloging process.  Every record can be assigned a user-defined <a href="#">status</a> . By assigning a status, you can communicate a given condition or state about a particular asset. See <a href="#">Utilizing Record Status</a> .
Records, User	Assigns the name entered here as the user who cataloged the asset.
While Cataloging, Include Notes from Asset	Automatically includes information stored in the original asset in the <a href="#">Notes field of the Record Properties dialog box</a> during cataloging.. For example, the Compound Document Filter allows you to import statistics (i.e., word and character counts) stored in Microsoft Word documents.
While Cataloging, Show Progress Bar	Counts the total number of assets before starts the cataloging process. During cataloging, the Progress dialog box displays the asset file name and a percentage complete bar. This slows down the cataloging process.
After Cataloging, Open Property Window Automatically	Displays the <a href="#">Record Properties dialog box</a> after the creation of all new records. This lets you systematically update a record's properties right after cataloging.

{button ,AL(`catalog options',0,`,`')} [See also](#)

## Tailoring Cumulus

### Setting Cataloging Options

### Cataloging Options, Categories Tab

The Categories tab controls how Cumulus uses [categories](#) during the cataloging process. For more information on creating categories, see [Creating New Categories](#).

The Assigning Categories While Cataloging options allow you to automatically associate records with categories.

#### **To assign preset categories:**

1. From the Categories list, select the categories to assign automatically.
2. Click the Add button.

#### **To remove an assigned category:**

1. From the Preset Categories list, select the categories to remove.
2. Click the Remove button.

Enabling Include Categories from Asset automatically creates categories and assigns records based on keywords stored in the asset file. As you catalog an asset, Cumulus reads the keywords stored in the file. If categories already exist that match the keywords, Cumulus assigns records to those categories. If not, Cumulus creates new categories and then assigns the records to them.

Include Folder Names as Categories controls whether or not Cumulus automatically creates new categories that mirror the path to (or location of) the media file. Categories derived from folder names contain a small folder symbol.

If you organize your assets in advance (e.g., into nested folders broken out by project or file type) you can catalog in one easy step. When you catalog an asset, Cumulus automatically creates new categories matching the path (or location) to the original media file.

If you disable this option, you can still locate assets in one of three ways:

- display the [Record Properties](#) dialog box and look under Asset Location
- select the record and then click [Explore Asset](#) on the Record menu
- search for the folder name using the [findbar](#)

{button ,AL(`catalog options',0,`,`')} [See also](#)

## Tailoring Cumulus

### Setting Cataloging Options

#### Cataloging Options, Assets Tab

The Assets tab lets you specify how [catalogs](#) are updated, specify how to handle duplicates and shortcuts, and list specific asset files that should never be cataloged.

When Cataloging determines if Cumulus catalogs new assets or updates existing records. You can choose from the following:

- Add Only catalogs only assets that have not yet been cataloged.
- Add and Update creates new records for assets that have not yet been cataloged and updates existing ones.
- Update Only updates only existing records.

Under Duplicates, Add Duplicates allows duplicate records. Ignore Duplicates prevents an asset from being cataloged more than once.

When [Collection Folder](#) is enabled, you can copy all cataloged assets to a central collection folder.

Under Shortcuts, Resolve Shortcuts directs Cumulus to use the path stored in a Windows operating system shortcut to locate an asset. Ignore Shortcuts disables this feature. For example, suppose you create a shortcut to an asset stored on another disk. If Resolve Shortcuts is enabled, you can catalog that asset by dropping its shortcut onto the Catalog window.

Under When Cataloging, you can specify assets that should not be cataloged. Damaged or corrupt asset files cause common cataloging problems that may crash your system. If you know a specific asset file is causing problems, add it to the Do not Catalog the Following Assets list.

To automatically assign damaged files to the Do not Catalog... list, select Add Damaged Asset to List Automatically. This may slow down cataloging performance, so use this option only when you are unable to determine the file causing problems. When enabled, Cumulus keeps a record of the last file cataloged. If your system crashes, Cumulus automatically adds that file to the Do not Catalog the Following Assets list.

#### **To specify assets that should not be cataloged:**

1. Click Add Asset to List.  
The Open dialog box appears.
2. In the Open dialog box, select the asset and click Open.  
The selected asset appears in the Do not Catalog the Following Assets list.

#### **To remove assets from the Do not Catalog the Following Assets list:**

1. Select the assets from the Do not Catalog the Following Assets list.
2. Click Remove Asset from List.  
Cumulus removes the selected assets.

{button ,AL(` catalog options',0,`,`')} [See also](#)

## **Setting Cataloging Options**

### **Cataloging Options, Assets Tab** **About Collection Folders**

You can configure Cumulus to copy cataloged assets to a special folder (called a collection folder) on the Cumulus Server. Collection folders can be configured so that assets are copied either at your discretion or every time an asset is added to the catalog.

The actual asset remains in the original location, but the record points to the copy in the collection folder. You can control who is allowed to modify assets stored in the collection folder.

You can enable or disable collection folders in the [Catalog Properties](#) dialog box.

## Tailoring Cumulus

### Setting Cataloging Options

#### Cataloging Options, File Formats Tab

From within the File Formats tab you can control how Cumulus utilizes [file filters](#). All supported file formats appear in the Cataloging File Formats list.

Enabled filters have a small checkmark on the far left side. Each filter can support multiple file formats. Use the scroll bar to the right side of the list to review all entries.

You can:

- reorder the filters
- enable/disable support for certain file formats
- add/remove filters
- determine the type of information Cumulus imports during the cataloging process (if supported)

#### **To determine the way in which filters import information:**

1. In the Order column, highlight the file format entry and click Properties.
2. Within the Properties dialog box, click Properties.  
If available, a setup dialog box appears.
3. After adjusting the available fields, click OK. To Cancel, click Cancel.

On this tab, you can also do the following:

[Move formats up or down in the list](#)

[Edit formats](#)

{button ,AL(` catalog options',0,`,`')} [See also](#)







## Setting Cataloging Options

### File Formats Tab

#### Moving Formats in the List

Click each column header (Order, Extension, File Format, or Filter) to toggle the file format order from ascending to descending order.

To move individual formats, click the appropriate arrow button:

Arrow Button		Purpose
	First	Moves the selected format to the top of the list.
	Move Up	Moves the selected format up one position within the list.
	Move Down	Moves the selected format down one position within the list.
	Last	Moves the selected format to the bottom of the list.

## Setting Cataloging Options

### File Formats Tab

#### Editing File Formats

A checkmark appears next to all enabled file formats. Enabling a specific file format loads it into memory. Disabling file formats you rarely use improves program performance.

As Canto adds new file formats, you can download them free of charge from our website (<http://www.canto-software.com>). To install and use a new format, download it and follow the online installation instructions. Once installed, the format appears in the Cataloging File Formats list, but must be enabled.

##### To enable or disable a specific format:

1. Under the Order column, double-click the filter order number or highlight the file format to enable/disable and click Properties.

The File Format Properties dialog box appears.

2. Enable/disable the format by checking/unchecking Activate This File Format Entry.
3. To accept all changes, click OK. To cancel, click Cancel.

{button ,AL(' catalog options',0,','')} See also

You can add file formats to any existing [file filter](#).

##### To add file formats using existing filters:

1. Under Cataloging File Formats, click Add.

The File Format Properties dialog box appears.

2. Enter the appropriate windows extension (e.g., \*.eps) in the Windows Extension field.
3. Enter the appropriate format name in the Format field.
4. Select a filter from the Use Filter Control list.
5. If available, click Properties to customize the filter properties (see Controlling Filter Behavior).
6. To accept all changes, click OK. To cancel, click Cancel.

You can remove filter formats added after the initial product installation. You can not remove filters installed during the initial product installation.

##### To remove a file format:

1. In the Order column, highlight the appropriate file format entry.
2. Click Remove.

{button ,AL(`catalog options',0,`,`')} [See also](#)

## Tailoring Cumulus

### Setting Cataloging Options

#### Cataloging Options, Thumbnails Tab

The Thumbnails tab allows you to control the visual quality of [thumbnails](#) created during cataloging or record updating. Thumbnail dimensions are set in the [Catalog Properties dialog box](#).

The right side of the Thumbnails tab displays a sample thumbnail so you can evaluate your quality and optimization settings. The thumbnail's dimensions (in pixels) appears directly above the image and are followed by the disk space that the thumbnail will occupy.

Under Quality, you can select the quality setting for the following:

- Line Art for assets that contain only two colors (i.e., black and white)
- Grayscale for assets that contain shades of gray
- Color for assets that contain color

<b>Color Mode</b>	<b>Normal</b>	<b>High</b>
Line Art	Black and White	4 shades of gray
Grayscale	256 shades of gray, lower quality JPEG	256 shades of gray, higher quality JPEG
Color	Millions of colors, lower quality JPEG	Millions of colors, higher quality JPEG

If you enable Optimize Thumbnail, Cumulus automatically optimizes the appearance of each thumbnail during the cataloging process. You can also manually optimize thumbnails by selecting them in the [Record pane](#) and clicking Optimize Thumbnail on the Edit menu.

Under Create Thumbnail from you can specify one of two thumbnail creation methods:

- Stored Thumbnail (when available) quickly builds thumbnails from thumbnail information stored in the asset file (if available). Although this creation method is the fastest, some thumbnails may be smaller than your specified default thumbnail size.
- Entire Asset creates a thumbnail using all available file information. Although this method creates thumbnails that are consistent in size and quality, it may slow down the cataloging process significantly.

{button ,AL(`catalog options',0,`,`')} [See also](#)

## **Implementing Cumulus**

[Using Sample Scenarios](#)

[Using the Cumulus Browser](#)

[Using the Cumulus Internet Media Server](#)

[Automating Cumulus](#)

[Using Vento](#)

[Using the Automation Included with Cumulus](#)

## **Implementing Cumulus Using Sample Scenarios**

The real power behind Cumulus lies in all the different ways you can use it to help simplify and manage your workflow. The following topics are examples of ways in which users have successfully implemented Cumulus into their organizations.

[Scenario 1: Finding the right version of a logo](#)

[Scenario 2: Distributing images](#)

[Scenario 3: Multimedia Project Management](#)

## **Implementing Cumulus**

### **Using Sample Scenarios**

#### **Scenario 1: Finding the right version of a logo**

A graphic artist working in a small advertising agency needs to quickly locate a client logo for a new brochure.

#### **Problem**

The logo was recently redesigned by another designer who is out sick. As a general rule, all current projects are stored in common folders and tracked using Cumulus.

#### **Solution**

The graphic artist uses Cumulus to instantly locate and download the logo she needs:

1. The graphic artist [launches Cumulus and opens the catalog](#) used for current projects.
2. She conducts a [compound search](#) for the Record name, Acme Corp Logo and the status, Approved.  
The query finds three versions of the same logo.
3. She previews each record by selecting [Preview](#) from the Record menu.
4. Since two of the images appear identical, she reviews each record's properties by selecting [Properties](#) from the Record menu.
5. She determines which image is the appropriate one by reviewing information stored in the Record Properties dialog box (e.g., the modification date and notes).
6. She [copies](#) the image and imports it into her layout.

{button ,AL(`scenario',0,`,`')} [See also](#)

## **Implementing Cumulus**

### **Using Sample Scenarios**

#### **Scenario 2: Distributing Images**

A small digital imaging company sells stock photographs and illustrations for both Macintosh and Windows users. Images are distributed to customers on CD-ROM using a logical subject-oriented folder structure. Currently all images are stored on numerous JAZ cartridges.

#### **Problem**

The company wishes to find an efficient, effective, easy-to-use way to track all images internally. In addition, the company wants to find a better way to distribute images to customers.

#### **Solution**

The company's creative director uses Cumulus to create a catalog of available images:

- The director [catalogs](#) all images.
- He creates [record names](#) for assets without meaningful file names.
- He creates [related categories](#) for images that might fall into more than one category.
- He [annotates](#) each record's notes with the artist/photographer's name, subject, or official title

Once the main catalog is complete, the creative director uses the [Cumulus Browser](#) to create another catalog for distribution.

{button ,AL(`scenario',0,`,`')} [See also](#)

## Implementing Cumulus

## Using Sample Scenarios

### Scenario 3: Multimedia Project Management

A small multimedia company creates interactive multimedia projects for numerous customers. Most projects include image, sound, video, and multimedia authoring files (e.g., Director™ or Authorware™). The company has twelve full-time employees and often uses multiple contractors.

Shared files are stored in folders by project and then file type. The catalogs are automatically backed up onto removable cartridges each night. Completed projects are archived on CD-ROM.

#### Problem

Because of the sheer number of files and file types used in multimedia projects, the company sometimes has problems with version control and often misplaces important files. In addition, quickly accessing archived projects stored on CD-ROM can be time-consuming. The company is looking for a better way to manage its assets.

#### Solution

The Senior Project Manager creates two catalogs: one for current projects and another for completed ones. Within the catalog for current projects, the staff completes the following tasks:

- Configure all Catalog properties (see the [Cumulus Network 4 Administrator User Guide](#))
- [Catalog](#) all images and other project elements
- [Add notes](#) (when appropriate) to further annotate particular asset issues
- Assign [status](#) terms to records that describe the “state” of the project element

Within the catalog for completed projects, the project manager locates and catalogs the contents of all archived projects. Within each, he adds notes where appropriate to further annotate issues or details.

{button ,AL(`scenario',0,`,`')} [See also](#)



## **Implementing Cumulus Using the Cumulus Browser**

The Cumulus Browser is a royalty-free application that you can use to publish Cumulus catalogs on CD-ROM or other removable media, such as SyQuest, Zip, Jaz, and MO cartridges. As a registered Cumulus user, you may distribute the Cumulus Browser either as a pre-installed application or with the installer included on your Cumulus CD-ROM disc.

The Cumulus Browser offers all the functionality of the single-user version except:

- users can only create new catalogs that contain up to fifty records
- users can have only two catalogs open at once

For more information on using Cumulus Browser to distribute catalogs, see the [Cumulus Network 4 Administrator User Guide](#).

{button ,AL(`distribution',0,`,`')} See also

## **Implementing Cumulus Using the Cumulus Internet Media Server**

Cumulus Internet Media Server™ is a powerful CGI (Common Gateway Interface) application designed for publishing and distributing media assets over the Internet. With Cumulus Internet Media Server, you can publish Cumulus catalogs on the Web and offer multiple users the ability to access, search, and download files.

This powerful publishing tool offers hot-linked, hierarchical category lists. By selecting an item from a list, users trigger catalog searches for assets that they can then retrieve and download.

In addition, Cumulus Internet Media Server also features the ability to:

- search a Cumulus catalog from any forms-capable browser on any platform (e.g., MacOS, Windows or UNIX)
- directly view and search on built-in hierarchical category lists
- work immediately with pre-formatted search and resolve templates
- save selected assets from multiple searches and place an order or initiate a 4-Sight ISDN transfer
- publish low-resolution previews of assets as well as full-quality versions
- control user access and download capability with Permissions settings
- track user previews and download them via a detailed transaction log
- customize the user interface with the program's Template Definition Language

For more information on setting up the Cumulus Internet Media Server, see the [Cumulus Network 4 Administrator User Guide](#).

{button ,AL(`distribution',0,`,`')} [See also](#)

## **Implementing Cumulus** **Automating Cumulus**

Most tasks in Cumulus can be automated through Visual Basic and other OLE-automation-compliant programming tool, including:

- Microsoft ActiveX scripting engines like VBScript and JavaScript
- Microsoft Visual Basic
- Microsoft Visual C++
- Microsoft Visual J++
- Borland Delphi
- PowerSoft PowerBuilder

A selection of Visual Basic automation applications are included with the default installation and more specialized [scripts](#) are included in the folder More Scripts.

The extent to which you can successfully integrate Cumulus in your workflow depends on whether or not the applications you use on a regular basis are OLE-automation-compliant. Please check our website for the most recent information about Cumulus automation (<http://www.canto-software.com>).

Cumulus is OPI-aware and able to read path name information and manage both high-resolution and low-resolution file information from OPI products like Luminous Color Central, NineBits PrintDesk, 4-Sight OPI, and Helios EtherShare OPI.

Clients can place low-resolution files in Adobe PageMaker, or other layout applications, and Cumulus will automatically provide the high-resolution files for editing, even though the low-resolution file was cataloged.

Cumulus is also OPI-compatible with many other OPI systems like Scitex APR that use EPSF files as the low-resolution file. Layout files are handled as expected, but the path to the high resolution file might not be automatically recognized.

## **Implementing Cumulus Using Vento**

Cumulus includes a powerful folder-watching utility called Vento. Vento watches a folder or nested folder hierarchy that resides on local Windows NT volumes. Windows 95 is not supported. If an asset is added to, changed, or deleted from the folder structure, Vento triggers an automation application of your choice.

Vento ships with an executable that automatically updates a Cumulus catalog. This [script](#) can be easily modified to perform other tasks and control other OLE-automation-compliant applications. For more information, see the Vento documentation in the Vento folder, included in the standard Cumulus installation.

## **Implementing Cumulus Using the Automation Included with Cumulus**

The following section details the different automation [scripts](#) (or applets) that are included with Cumulus. These applets may give you some ideas about how you can apply Cumulus automation to your workflow. The source code for all applets described here is included, so you can change it to adapt to your local processes.

Any applet can be made available as a menu command within Cumulus, extending its basic functionality. Place the executable into the Scripts folder in the Cumulus Client folder and restart Cumulus. Cumulus makes all scripts in this folder available in the Scripts menu.

Automation scripts included with Cumulus can be found in two locations:

- The Scripts folder contains applets of general interest.
- The More Scripts folder contains applets of a more specialized nature.

Either can be installed in the Scripts menu by dragging it into the Scripts folder. Cumulus makes additions to the folder available the next time you launch the Cumulus Client application.

Please check our website for the most recent information about Cumulus automation (<http://www.canto-software.com>).

Applets included with Cumulus fall into the following categories:

[Automatic cataloging](#)

[Records and Categories](#)

[Maintaining File References](#)

[DCS File Management](#)

[Searches](#)

[Import/Export](#)

[Optimization and Statistics](#)

[Application Integration](#)

{button ,AL(`automation',0,`,`')} [See also](#)

## **Implementing Cumulus**

### **Automation Included with Cumulus**

### **Automatic Cataloging**

Hot Folder is a [script](#) that watches a single folder. Any new assets added to the folder are cataloged into the active Cumulus catalog.

#### **To use Hot Folder:**

1. Start the Hot Folder application and choose a folder or drop a folder onto its icon.
2. Enter the number of seconds Hot Folder should wait between each check of the folder contents.

Canto recommends using [Vento](#) to keep a catalog consistent with the contents of a folder or group of folders.

{button ,AL(`automation',0,`,`')} [See also](#)

## **Implementing Cumulus**

### **Automation Included with Cumulus Records and Categories**

Cumulus includes several automation applets that simplify the task of managing large quantities of records. They appear on the Scripts menu when they are available. These applets include:

[Assign Multiple Categories](#)

[Assign Status to Records](#)

[Join Duplicate Categories](#)

[New Category from Current Date](#)

[Delete Record and OPI Files](#)

{button ,AL(` automation',0,`,`')} [See also](#)

## **Automation Included with Cumulus**

### **Records and Categories**

### **Assign Multiple Categories**

Assign Multiple Categories assigns all records selected in the [Record pane](#) to the categories selected in the Category pane.

#### **To use Assign Multiple Categories:**

1. Select the records to assign to a group of categories.
2. Select a group of categories.
3. On the Scripts menu, click Assign Multiple Categories.

{button ,AL(`automation',0`,`')} [See also](#)



## **Automation Included with Cumulus**

### **Records and Categories**

#### **Assign Status to Records**

Assign Status to Records assigns a common status to multiple selected records. You can also automatically assign status terms in the [Cataloging Options](#) dialog box.

#### **To use Assign Status to Records:**

1. In the Record pane, select the records to which you want to assign a common status.
2. On the Scripts menu click Assign Status to Records.
3. Type the status you wish to assign to the records.

Part of the current status list is shown in the input field to help you select your status. You must spell the status exactly as it appears in the status list.

{button ,AL(`automation',0,`,`')} [See also](#)

## **Automation Included with Cumulus**

### **Records and Categories**

#### **Join Duplicate Categories**

Join Duplicate Categories looks for duplicate categories in the active catalog. If it finds duplicate categories, the application reassigns all records to the first category. It then renames all other categories to indicate that they are duplicates and offers you the option of deleting them.

{button ,AL(`automation',0,`,`')} [See also](#)

## **Automation Included with Cumulus**

### **Records and Categories**

#### **New Category from Current Date**

New Category from Current Date creates a new category with the current date as its name.

{button ,AL(` automation',0,`,`')} [See also](#)

## **Automation Included with Cumulus**

### **Records and Categories**

#### **Delete Record and OPI Files**

Delete Record and OPI Files deletes all selected records and their respective high resolution files and OPI layout files. Cumulus asks whether the OPI file should be recognized by file extension or by subfolder location.

{button ,AL(`automation',0,`,`')} [See also](#)

## **Implementing Cumulus**

### **Automation Included with Cumulus** **Maintaining File References**

[File references](#) point to the location of the original media files. Cumulus stores a file reference in the record of each cataloged asset. Whenever you move assets, make sure that these file references are kept up to date. If you always move assets with Cumulus, the file references will stay up to date.

The following scripts can help you perform more complicated asset movements or update references for assets that were moved without using Cumulus:

[Check After Folder Has Moved](#)

[Redirect File Reference](#)

[Move Folder](#)

{button ,AL(`automation',0,`,`')} [See also](#)

## Automation Included with Cumulus

### Maintaining File References

#### Check After Folder Has Moved

Check After Folder Has Moved updates the [file references](#) of all records pointing to assets in a folder that has been moved to a different location. It searches for all records that may be involved and then checks for the folder names to match with the old folder.

{button ,AL(`automation',0,`,`')} [See also](#)

## **Automation Included with Cumulus**

### **Maintaining File References**

#### **Redirect File Reference**

Redirect File Reference redirects the [file references](#) for selected records to new asset locations.

#### **To use Redirect File Reference:**

1. Select the records for which you want to change the file reference.
2. From the Scripts menu, choose Redirect File Reference and locate the asset corresponding to each record you are updating.

If the asset in the new location has a modification date later than the date stored in the record, Cumulus asks if it should update the record accordingly.

{button ,AL(` automation',0,`,`')} [See also](#)

## **Automation Included with Cumulus**

### **Maintaining File References**

#### **Move Folder**

Move Folder moves a folder and all its subfolders in the operating system and updates the corresponding Cumulus records at the same time.

#### **To use Move Folder:**

1. From the Scripts menu, choose Move Folder and locate the folder to be moved.
2. After you select the folder, you are asked to locate a destination.
3. Cumulus moves the folder and all subfolders to the new location.

Any records in the active catalog that refer to the moved assets are updated to refer to the new location.

If the asset in the new location has a modification date later than the date stored in the record, Cumulus asks if it should update the record accordingly.

{button ,AL(` automation',0,`,`')} [See also](#)



## **Implementing Cumulus**

### **Automation Included with Cumulus**

#### **DCS File Management**

The DCS file format consists of five files: a composite preview file in low resolution and four monochrome files that correspond to the Cyan, Magenta, Yellow, and Black printing plate colors. Cumulus records of DCS 1.0 files refer only to the composite file. Use the following applets to copy, move, find, and delete all five files at the same time. These applets work equally well with files that are not DCS 1.0 files. If you wish to copy or move many files, you may find that these applets are faster than the Cumulus menu commands.

Copy DCS Files to Folder copies the files corresponding to every selected record to a new location.

Delete DCS Files deletes all files corresponding to every selected record, asking for confirmation before executing.

Move DCS Files to Folder moves all files of every selected record to a new location.

{button ,AL(`automation',0,`,`')} [See also](#)

## **Implementing Cumulus**

### **Automation Included with Cumulus Searches**

These applets enable Cumulus to perform searches that are not readily available with the [findbar](#) or by browsing the [Category pane](#):

[Find Same Categories](#)

[Live Search](#)

{button ,AL(`automation',0,`,`')} [See also](#)

## **Automation Included with Cumulus**

### **Searches**

#### **Find Same Categories**

Find Same Categories finds all records assigned to the same categories as the selected records. A dialog asks you to choose whether to search for records matching each category or any of the categories to which the records are associated.

{button ,AL(`automation',0,`,`')} [See also](#)

## Automation Included with Cumulus

### Searches

#### Live Search

Live Search takes the last search query you executed from the Cumulus [findbar](#) and applies it at regular intervals to the active catalog. When using this applet, do not copy it to the Scripts folder. Instead, launch it as a separate application from within Windows Explorer.

##### To use Live Search:

1. Compose a search query in the findbar.
2. Click the Find button.
3. Launch Live Search from within Windows Explorer.

A dialog box appears and asks for the number of seconds to wait between searches.

{button ,AL(`automation',0,`,`')} [See also](#)

## **Implementing Cumulus**

### **Automation Included with Cumulus**

#### **Import/Export**

The Import/Export applets allow you to automatically export and import record, category, or query information to a tab-delimited text file, which can then be imported into other catalogs or applications. For more information on importing and exporting information, see [Exporting and Importing Information](#). Import/export applets include:

[Categories to Text](#)

[Text to Categories](#)

[Export To MS Access](#)

[Export to Tab Delimited File](#)

[Thumbnails to BMP Files](#)

[BMP File to Thumbnail](#)

**Note:** For Windows, BMP files are converted to bitmap files and renamed properly.

{button ,AL(`automation',0,`,`')} [See also](#)

## **Automation Included with Cumulus**

### **Import/Export**

#### **Categories to Text**

Categories to Text writes the category structure of the active catalog to a text file. Each category is indented by a number of tabs corresponding to its level in the hierarchy. You can save the document to a text file and import it into another catalog using the Text to Categories applet.

{button ,AL(`automation',0,`,`')} [See also](#)

## **Automation Included with Cumulus**

### **Import/Export**

#### **Text to Categories**

Text to Categories imports a list of categories from a text file. The text document contains each category on a single line indented by tabs that correspond to the appropriate category level. The script reads each line and creates new categories in the active catalog.

{button ,AL(`automation',0,`,`')} [See also](#)

## Automation Included with Cumulus

### Import/Export

#### Export To MS Access

Export To MS Access copies information from Cumulus records into a Microsoft Access database. The MS Access database must contain fields that match those in the installed Cumulus -> MS Access DB database.

#### **To export Cumulus records to MS Access:**

1. Make a copy of the Cumulus -> MS Access DB database.
2. Start MS Access.
3. Select the records to export to the MS Access database.
4. Run Export To MS Access.
5. Select the MS Access database file in the dialog that appears.

The [script](#) creates records in the MS Access database that correspond to each selected record in Cumulus.

{button ,AL(`automation',0,`,`')} [See also](#)



## Automation Included with Cumulus

### Import/Export

#### Export to Tab Delimited File

Export to Tab Delimited File creates an export file containing each selected record of the active catalog. The resulting file contains a line of column names and the information for each selected record in a tab-delimited line format. [Thumbnail](#) and type-specific information are not exported.

#### To use Export to Tab Delimited File:

1. Select the records you want to export.
2. From the Scripts menu, choose Export to Tab Delimited File.
3. In the dialog that appears, specify a file name and location for the export file.

{button ,AL(` automation',0,`,`')} [See also](#)

## Automation Included with Cumulus

### Import/Export

### Thumbnails to BMP Files

Thumbnails to BMP Files creates a new BMP file for each selected record of the active catalog and writes its [thumbnail](#) to it.

#### To use Thumbnails to BMP Files:

1. Select the records for which you want to export the thumbnails.
2. From the Scripts menu, choose Thumbnails to BMP Files.

For each selected record, specify a name and location for the BMP file to create. The default name is the file name corresponding to the record.

{button ,AL(` automation',0,`,`')} [See also](#)

## Automation Included with Cumulus

### Import/Export

### **BMP File to Thumbnail**

BMP File to Thumbnail uses the contents of a BMP file as a [thumbnail](#) for a single record.

#### **To use BMP File to Thumbnail:**

1. Select the record for which you want to create the thumbnail.
2. From the Scripts menu, choose BMP File to Thumbnail.
3. In the dialog that appears, select the BMP file you want to use.

The script replaces the thumbnail of the selected record with the picture from the BMP file.

{button ,AL(`automation',0,`,`')} [See also](#)

## **Implementing Cumulus**

### **Automation Included with Cumulus Optimization and Statistics**

Cumulus includes applets for optimizing your cataloging process and for getting information about the records in your catalog.

Set Up Catalog for Speed optimizes the Cataloging Options so that Cumulus will catalog assets as fast as possible. The [script](#) will ask you to confirm any changes to the settings.

Set Up Catalog for Safety optimizes the database settings and cataloging options to prevent data loss. You are prompted before any changes are made to your settings.

Count File Formats creates a new text window and lists the different File Formats referenced by the active catalog, and the number of records for each type.

{button ,AL(`automation',0,`,`')} [See also](#)

## **Implementing Cumulus**

### **Automation Included with Cumulus**

### **Application Integration**

There are many ways to integrate Cumulus into other OLE-automation-compliant applications. We have included the following [scripts](#) to get you started and encourage you to visit our website periodically (<http://www.canto-software.com>) to learn about additional solutions as they become available.

Go To Web Page searches for the first appearance of an URL inside of the Notes field and opens the default browser to connect to the URL. The URL must start with http:// and end with the name of the referenced page.

{button ,AL(` automation',0,`,`')} [See also](#)

# Troubleshooting

[Solving Common Problems](#)

[Documenting Problems](#)

## Troubleshooting Solving Common Problems

This section contains frequently-asked questions and their possible solutions. If you have a problem not covered in this chapter, be sure to review Support & Solutions on the Canto Software website for additional troubleshooting information (<http://www.canto-software.com>).

- [Can I change the way thumbnails appear?](#)
- [How can I distribute my Cumulus catalog and media files on CD-ROM?](#)
- [Sometimes when I copy or place an asset, it doesn't work or I get the wrong one. What do I do?](#)
- [Whenever I request a file from Cumulus, it always asks me to mount a CD-ROM. Can I avoid this?](#)
- [I used drag-and-drop to place files. The destination was highlighted but nothing happened when I released the mouse button. What went wrong?](#)
- [I updated all of my records to include new file content, but nothing happened. Why?](#)
- [How do I export catalog information to another program?](#)
- [New categories appear in the Category window when I drag and drop between catalogs. Why?](#)
- [I added keywords and notes before cataloging. Can Cumulus read this information during cataloging?](#)
- [How do I work with DCS separation files in Cumulus?](#)
- [If I catalog my low-resolution OPI files, place them in documents, and print them, will Cumulus substitute the high-resolution files during printing?](#)
- [My converted Shoebox catalog no longer asks for CD-ROMs to be inserted when accessing files in Cumulus. What happened?](#)

## Solving Common Problems

### Can I change the way thumbnails appear?

You can [change the actual size](#) (in pixels) of a [thumbnail](#). You can also [change a thumbnail's appearance](#) within the [Record pane](#) by selecting options found in the View menu and on the [Thumbnails tab](#).



## Solving Common Problems

### **How can I distribute my Cumulus catalog and media files on CD-ROM?**

The Cumulus Browser is a royalty-free application that you can use to publish Cumulus catalogs on CD-ROM or other removable media. See [Using the Cumulus Browser](#). For procedures on distributing a catalog with the Cumulus Browser, see the [Cumulus Network 4 Administrator User Guide](#).

## Solving Common Problems

### **Sometimes when I copy or place an asset, it doesn't work or I get the wrong one. What do I do?**

The reference to the asset is no longer up-to-date. If you know where the original file is located, update the [file reference](#) by selecting [Update Asset Reference](#) from the Record menu.

## Solving Common Problems

### **Whenever I request a file from Cumulus, it always asks me to mount a CD-ROM. Can I avoid this?**

Cumulus can manage assets on various types of media, including off-line removable media such as CD-ROM or SyQuest, Zip, Jaz, and MO cartridges. You can reduce the number of mounting requests and interruptions by storing assets you use frequently on your hard drive.

## Solving Common Problems

### **The destination was highlighted but nothing happened when I released the mouse button. What went wrong?**

You probably don't have access to the original media file you're trying to place.

To work around this problem, check the [reference](#) Cumulus uses to locate the file. By checking a file reference, Cumulus verifies that the asset is still located in the same place it was when it was cataloged. If Cumulus cannot find it, a dialog box appears so you can specify a new location. You must have access to the original media files to check file references.

#### **To check a record's file reference:**

1. In the [Record pane](#), select the records to check.
2. On the Record menu, click Update Asset Reference.  
Cumulus checks (or resolves) all file references.

## Solving Common Problems

### **I updated all of my records to include new file content, but nothing happened. Why?**

[Updating records](#) or forcing updates refreshes the [thumbnail](#) and updates static information that appears in the Record Properties dialog box. Any customized information is not updated.

Customized information can be added to existing records only by adding it to the [Notes](#) field or by recataloging the files.

To automatically include note information as you catalog media files, enable [While Cataloging, Include Notes from Asset](#) in the Cataloging Options dialog box.

## Solving Common Problems

### **How do I export catalog information to another program?**

Cumulus supports the ability to export record and category information to a tab-delimited text file, which can then be imported into other catalogs or applications. For more information, see [Exporting and Importing Information](#).

## Solving Common Problems

### **New categories appear in the Category window when I drag and drop between catalogs. Why?**

Every Cumulus catalog can have a different category structure that contains different categories. When you drag or import a record to another catalog, it may be assigned to categories that don't exist in the destination catalog. If that is the case, Cumulus automatically creates the missing categories in the destination catalog.

To avoid this situation, copy the categories from one Category window to the other before importing records.



## **Solving Common Problems**

### **I added keywords and notes before cataloging. Can Cumulus read this information during cataloging?**

Yes, Cumulus is able to read notes and keywords out of a file automatically, if the information is stored in a standard way.

To automatically include note information as you catalog media files, enable [While Cataloging, Include Notes from Asset](#) in the Cataloging Options dialog box.



## Solving Common Problems

### How do I work with DCS separation files in Cumulus?

DCS 1.0 files consist of 5 different files: the master file and the four color separation files for Cyan, Magenta, Yellow, and Black. Cumulus catalogs only the master file to avoid creating 5 records for a single image. See [DCS File Management](#).

## Solving Common Problems

### **Will Cumulus substitute high-resolution files for cataloged low-resolution OPI files?**

Cumulus is fully compatible with many OPI systems and can form the backbone of a successful automation system in any environment. For more information, see [Automating Cumulus](#).

## Solving Common Problems

### **My converted Shoebox catalog no longer asks for CD-ROMs to be inserted when accessing files in Cumulus. What happened?**

Kodak Shoebox keeps different information about the file location in its catalogs. This information cannot be used to create a complete Cumulus [file reference](#). Only the pathname of the file can be stored.

To get complete file references in Cumulus, check the file references for each CD-ROM that is managed by the catalog. For more information, see [Checking File References](#).

## **Troubleshooting Documenting Problems**

When Cumulus behaves in an unexpected way or does not work properly, please try to reproduce the error, paying special attention to the actions you took prior to the problem. If there are many steps, write them down so you can tell us exactly what you did.

If you cannot resolve your problem, please make a photocopy of the technical support form (see “Helping Us Help You” in your manual) so you can send it to your support provider. For information on contacting technical support, see [Technical Support](#), or look under Support & Solutions on the Canto Software website (<http://www.canto-software.com>).

## Cumulus Administration

You can:

- [Register the Cumulus software](#)
- [Create a catalog](#)
- [Create and open a new catalog](#)
- [Add a catalog](#)
- [Modify catalog properties](#)
- [Back up a catalog](#)
- [Restore a catalog you backed up](#)
- [Recover deleted records](#)
- [Compress catalogs](#)
- [View administrative information and save catalog logs](#)
- [Copy catalogs](#)
- [Divide catalogs](#)
- [Merge catalogs](#)
- [Archive catalogs](#)
- [Repair a catalog](#)
- [Automate Cumulus](#)

If you have a client/server version of Cumulus, as well as the Desktop version, you can:

- [Use the Catalog Access dialog box](#)
- [Log on to the server](#)
- [Disconnect clients](#)

For information on solving problems, see [Troubleshooting](#) and [Technical Support](#).

{button ,AL(` administrator',0,`,`')}. [See also](#)

## **Cumulus Administration** **Registering the Cumulus Software**

You can register your copy of the Cumulus software in one of two ways:

- To print a registration form and mail or fax it to Canto, choose Print Registration from the Help menu.
- To register electronically, choose WWW Registration from the Help menu, fill out the form onscreen, and email to Canto.

{button ,AL(`administrator',0,`,`')} [See also](#)

## Cumulus Administration Creating Catalogs

The steps involved in creating a catalog are as follows:

2. In the Catalog Access dialog box, click New.

The Create Catalog dialog box appears.

2. In the File Name field, enter the location where the catalog will be stored.
3. In the Catalog Name field, enter an optional Catalog Name.

Assigning a Catalog Name comes in useful if the asset file name has no meaning or if your operating system has strict naming restrictions.

4. Click OK.

You can also do the following:

- [Configure the catalog](#)
- [Customize Application Preferences](#)
- [Set Cataloging Options](#)

You may want to create multiple catalogs if you encounter any of the following conditions:

- Assets fall into logically unrelated groups.
- The catalog file size becomes too large. Cumulus catalogs are limited to 2 GB. The number of records this permits depends upon the thumbnail quality/size settings and the amount of text in each record (e.g., in the Notes field)

{button ,AL(` administrator',0,`,`')} [See also](#)

## **Cumulus Network Administration** **Creating and Opening a New Catalog**

You can create and open a new catalog file using the New command on the File menu.

To create and open a new catalog:

1. From the File menu, choose New.
2. Enter a new catalog name in the File Name field and click Save.



## Cumulus Network Administration Using the Catalog Access Dialog Box

The Catalog Access dialog box is the starting point for performing numerous of administrative tasks. The Catalog Access dialog box has the following options:

Open	Opens existing catalog files. Opening a catalog as the Cumulus Administrator is the first step to modifying catalog preferences.
New	Creates new catalog files.
Add	Add catalogs to the list appearing in the Catalog Access dialog box. To make catalogs available to clients, enable Share Catalog.
Remove	Removes catalogs from the list Cumulus Clients see when logging on the Cumulus Server. If one or more clients are still connected, the <a href="#">Disconnect Client</a> dialog box appears.
Restore	Opens backup copy of a catalog and restores it to the specified catalog file.
Properties of Selected Catalog, Share Catalog	Enabling this option makes a catalog available to Cumulus Clients. For more information, see <a href="#">Creating Catalogs</a> .
Properties of Selected Catalog, Publish Catalog to Internet	Enabling this option is the first step to <a href="#">publishing a catalog on the Internet</a> .

{button ,AL(`administrator',0,`,`')} [See also](#)

## Cumulus Network Administration Logging On to the Cumulus Server

The first step in creating a catalog is to log on to the Cumulus Server as the Cumulus Administrator.

### To log on to the Cumulus Server from a Windows Client:

1. Click the Start button, point to Programs and select Cumulus and then Cumulus Network Client.  
Cumulus Client loads and the Connect to Server dialog box appears.
2. To alter or enter your server's TCP/IP Port Number, click Options.  
The Connect Options dialog box appears.
3. To accept the default setting, click OK. To enter a new port number, type the port number and click OK. To restore the default port number, click Default and click OK. To cancel, click Cancel.  
To be able to connect to the server, every client must specify a port number. By default, the port number is 39287. Change the port number only to avoid a conflict with other server software.
4. Under Connect to, select the server you wish to connect to.
5. Under Connect as, select Registered User.
6. Type CumulusAdmin in the Name field and cumulus in the Password field.
7. Click OK.

**Note:** For more information on the default administrator user name and password, see the [Cumulus Network 4 Administrator User Guide](#).

The [Catalog Access dialog box](#) appears. It lists all currently open catalogs. Catalogs that are not shared (that is, not available to clients) appear in italic.

{button ,AL(` administrator',0,`,`')} [See also](#)

## **Cumulus Network Administration** **Disconnecting Clients**

You disconnect clients when you perform various database repair operations, such as removing, compressing, or restoring catalogs. When you disconnect clients, you can specify the time period before they are removed and the message they see when they are removed.

### **To disconnect clients:**

1. When the Disconnect Clients dialog box is displayed, enter a number of minutes in the text box.
2. Enter a message in the Message field.
3. Click OK.

## Cumulus Administration Configuring a Catalog

You can configure:

- how Cumulus saves catalogs
- whether to enable or disable the Cumulus log
- the maximum number of entries (or records) a catalog may have
- whether to use a [collection folder](#) and save cataloged assets to a special location
- the default thumbnail size
- whether to allow duplicate category names
- permissions and access

All catalog configuration is controlled from the Catalog Properties dialog box.

### **To view or alter catalog properties:**

1. On the Administration menu, click Catalog Properties.

The Catalog Properties dialog box consists of three tabs:

- [General](#)
- [Catalog](#)
- [Sharing](#)

Move from one tab to another by clicking the tab title.

2. Make selections and click Apply. To activate all selections and exit the dialog box, click OK. To cancel, click Cancel.

{button ,AL(` administrator',0,`,`')} [See also](#)

## Cumulus Administration

### Configuring a Catalog

#### Catalog Properties, General Tab

The General tab includes the following options:

Option	Purpose
Catalog, File	Location and file name of current catalog file.
Catalog, Name	Catalog name that appears to clients. This name may differ from the actual file name.
Catalog, Save Changes	Determines how Cumulus saves changes made to catalogs. Available options include: <ul style="list-style-type: none"><li>• Save Changes Immediately writes index changes to disk right away.</li><li>• Save Changes Later writes index changes to disk later. This option is faster, but less secure. If your system crashes, you may have to rebuild the catalog.</li></ul>
Catalog, Keep Deleted Records Recoverable	Hides deleted records, but does not remove them from the catalog. By selecting Recover Deleted Records from the Administration menu, you can quickly recover all records.
Log	Records client activity in a log file.  If you turn this option on, enter a number in the Maximum Number of Entries field to specify the number of log entries Cumulus keeps in a RAM-based log and displays in the Administration window. The RAM-based log is not saved when you close the catalog, unless specified with the Save Log to File option (below).  For more information, see <a href="#">Monitoring Catalog Activity</a> .
Save Log to File	Available options include: <ul style="list-style-type: none"><li>• Save Log to File saves log entries to a specified file name and location when the catalog is closed. To use this option, click Log File and enter a name and location. Maintaining a large log file increases the time it takes to open a catalog, but provides a continuous list of activity. The file-based log adds entries until you turn off Save Log to File.</li><li>• Flush File Constantly saves entries to the log file as soon as changes are made.</li></ul>

{button ,AL(`administrator',0,`,`')} [See also](#)

## Cumulus Administration

### Configuring a Catalog

#### Catalog Properties, Catalog Tab

The Catalog tab includes the following options:

Copy Assets to Collection Folder	<p>Allows you to copy cataloged assets to a special folder called a <a href="#">collection folder</a> on the Cumulus Server. Available collection folder options include:</p> <ul style="list-style-type: none"><li>• Never disables collection folder functionality.</li><li>• As Set in Cataloging Setting allows each client to determine whether cataloged files should be copied to a collection folder or remain in their original location. If you choose this option Cumulus asks you to specify a collection folder.</li><li>• Always configures Cumulus to always copy cataloged assets to the collection folder. When you select this option, Cumulus asks you to specify a collection folder.</li></ul>
Thumbnail Size	<p>Sets the default thumbnail size for the current catalog (96 x 96, 128 x 128 and 192 x 192 pixels). Larger thumbnails offer more detail, but small thumbnails need less space.</p> <p>The thumbnail size you select becomes the default size for the catalog. You can still view thumbnails at different sizes, but each view is scaled from the size at which the thumbnail was created.</p> <p>If you change the default size, existing records in the catalog do not change, but thumbnails for new records are created according to the new setting unless you <a href="#">update them</a>.</p>
Category Names	<p>Controls how Cumulus handles duplicate categories. Available options include:</p> <ul style="list-style-type: none"><li>• Keep Category Names Unique allows Cumulus to use the same name for multiple categories. When typing duplicate category names, you must include the full path. Otherwise, Cumulus will use the first category it finds. The path is not required when using drag and drop.</li><li>• Allow Duplicate Names prevents category name duplication. If you try to assign a name that is already in use, Cumulus displays a warning. Enabling this option does not affect existing categories.</li></ul>

{button ,AL(`administrator',0,`,`')} [See also](#)

## **Catalog Tab**

### **To update existing records to a new thumbnail size**

1. Select the record you wish to update.
2. On the Record menu, click Update and then Always.  
Cumulus creates new thumbnails for the selected records.

## **Cumulus Administration**

### **Configuring a Catalog** **Catalog Properties, Sharing Tab**

Sharing enables you to set a password for the current catalog. All other options are disabled for the Desktop version of Cumulus.

Password for Write Access                      Sets the password for creating a write-protected catalog.

## **Cumulus Network Administration**

### **The Write Access Password (administrator only)**

You set the password for write access in the Catalog Properties dialog box, on the Sharing tab.

The Write Access Password sets the password for creating a write-protected catalog.



## **Cumulus Administration** **Monitoring Catalog Activity**

You can monitor catalog activity from the Administration window, which displays:

- when a catalog is opened and closed
- what records are added, deleted or modified
- when assets are transferred
- if categories are modified
- if the status list is modified

You can:

[View administrative information](#)

[Save a log file](#)

[Clear the log file](#)

{button ,AL(` administrator',0,`,`')} [See also](#)

## Cumulus Administration

### Monitoring Catalog Activity

### Viewing Administrative Information

Administrative information is displayed in an Administration View.

#### **To access an Administration view:**

- Open a catalog and select Administration from the View menu.

The Administration window appears.

All current users appear under the User column on the far left side of the window. The right side of the window shows a detailed listing of catalog activity. To adjust the column headers, drag them right or left.

The top of the window offers other valuable information including:

- records deleted
- catalog memory free
- available disk space (see [Elements Determining Record Size](#))
- memory available, required and recommended

#### **To make the Administration View the default view:**

1. On the View menu, click Preferences.  
The Application Preferences dialog box appears.
2. Click the General tab.
3. Under Open Catalogs, select In Administration View.

{button ,AL(`administrator',0,`,`')}. [See also](#)

## **Cumulus Administration**

### **Monitoring Catalog Activity**

#### **Saving a Log File**

You can save a log file to a text file. This text file is a snapshot of catalog activity. You set up the log file in the [Catalog Properties](#) dialog box. If you choose a log file in Catalog Properties, the log file is generated automatically while Cumulus server (or Desktop) is running, but the information is not in readable format unless you save it to a text file using Save Log.

#### **To save a log file:**

- Choose Save Log from the Administration menu.

{button ,AL(`administrator',0,`,`')}. [See also](#)

## Cumulus Network Administration

### Monitoring Catalog Activity

#### Clearing the Log File

You can clear the current log file to erase all information from it and start over. You may want to [save](#) the current log file before you clear it.

#### **To clear the log file:**

- Choose Clear Log from the Administration menu.

{button ,AL(`administrator',0,`,`')} [See also](#)

# Cumulus Network Administration

## Monitoring Catalog Activity

### Elements Determining Record Size

An empty Cumulus catalog is 590 KBs in size and requires about 80 KBs of RAM. To ensure fast searching and retrieval of information, Cumulus indexes all record data. This index grows as the number of records in the catalog increases and can become quite large for records that contain a lot of text.

Three main elements determine the record size:

- **basic file information**

Cumulus automatically captures specific types of information during the cataloging process. Basic file information is one of the smallest parts of a record and does not vary significantly in size.

- **file-type-specific information**

Certain file types can contain additional information that Cumulus saves during cataloging. Available only for a specific file types, this information can include font lists used in a file, the languages used in a movie, or other relevant details. File-type-specific information can be viewed in the [Record Properties dialog box](#).

- **text in the Notes field**

To ensure fast searching and retrieval of information, Cumulus indexes all record data, including text in the Notes field. Unusually large notes can slow down cataloging performance. Keep notes as brief as possible and avoid using unneeded words like the, a or an. You can enter up to 32 KB of information into the Notes field, but cataloging speed decreases as the amount of text increases.

- **thumbnail size and quality**

The thumbnail size that you select when setting up your catalog influences the size of a typical record and thus overall performance. Since Cumulus uses JPEG compression for grayscale and color thumbnails, the size of individual records varies depending on the thumbnail content. Higher quality thumbnails typically create larger records

For example, a catalog having 4,000 records and thumbnail quality of 128 x 128 pixels is approximately 50 MB in size. The same catalog with thumbnail quality of 192 x 192 pixels is 70 MB in size.

#### Disk Space Requirement for Thumbnails Created at 96 x 96 Pixels

Color Mode	Normal	High
Line Art	428	1247
Grayscale	1392	2998
Color	1455	3612

#### Disk Space Requirement for Thumbnails Created at 128 x 128 Pixels

Color Mode	Normal	High
Line Art	962	1955
Grayscale	1795	4374
Color	1909	5250

#### Disk Space Requirement for Thumbnails Created at 192 x 192 Pixels

Color Mode	Normal	High
Line Art	1910	3366
Grayscale	2700	7660
Color	2849	9316

{button ,AL(` administrator',0,`,`')} [See also](#)



## Cumulus Administration Compressing Catalogs

Deleting or changing records creates unused space in a catalog. Although unused space does not decrease catalog performance, it can make a catalog unnecessarily large. You can reclaim this unused space by compressing the catalog.

While a catalog is being compressed it cannot be shared with clients. You should compress a catalog when it is not being used.

Compressing permanently deletes records from a catalog. After you compress the catalog, you will not be able to [recover previously deleted records](#).

### **To compress the catalog from a Windows Client:**

1. On the View menu, select Administration.
2. From the Administration menu, click Compress.

A confirmation dialog appears. It tells you if you have recoverable records that will be lost through compression.

3. Click OK to proceed.

If any clients are still using the catalog, Cumulus asks you to disconnect them.

Cumulus compresses the catalog. The amount of time this takes depends on the size of the catalog and the amount of space to reclaim.

{button ,AL(`administrator',0,`,`')} [See also](#)

## Cumulus Administration

### Backing Up and Recovering Catalogs

You can back up a catalog by copying it to another location. Cumulus Backup Files end with the file extension .bak. Recovering catalogs with Backup Copy takes longer than from a manually copied backup file.

#### **To back up a catalog by copying it to another location:**

1. Close the catalog you want to back up.  
This ensures that any changes are saved to the catalog file.
2. Select the catalog file in Windows Explorer.
3. Copy the catalog to a backup location on a separate volume or drive.

#### **To use the Backup Copy command:**

1. Open the catalog you want to back up.
2. On the Administration menu, click Backup.

#### **To recover a catalog from a backup copy:**

1. For best performance, move the backup copy to your hard disk.
2. Double-click the backup copy.

A dialog box indicates that this is a backup copy:

3. Click Yes to create a new catalog from the backup copy.

A dialog box asks you to save the new catalog.

4. Enter a name and location for the new catalog, and click OK.

Cumulus rebuilds the catalog and its index information. The amount of time this takes depends on the number of records in the catalog as well as the speed of your hard drive.

{button ,AL(` administrator',0,`,`')} [See also](#)



## Cumulus Administration Recovering Deleted Records

You can recover deleted records from a catalog if:

- You enabled [Keep Deleted Records Recoverable](#).
- The file was not deleted along with the record. If the original file was deleted, the record cannot be recovered.
- The catalog was not [compressed](#) after the records were deleted.

### **To recover deleted records:**

1. Open the catalog.
2. From the Administration menu (Windows), click Recover Deleted Records.

Cumulus recovers all available deleted records and displays them in the Catalog window. You can browse them and delete the ones you do not need.

{button ,AL(`administrator',0,`,`')} [See also](#)

## **Cumulus Administration** **Copying Catalogs**

You can copy, divide or merge catalogs without affecting the original assets.

Copy or move a Cumulus catalog as you would any other file, but be aware of the following:

- Do not move or copy a catalog file while it is open. Doing so may result in inconsistent catalogs.
- Before copying a catalog, close the Catalog window and save any changes.

{button ,AL(`administrator',0,`,`')} [See also](#)

## Cumulus Administration Dividing Catalogs

You can copy, divide or merge catalogs without affecting the original assets.

You may want to divide a catalog into two or more catalogs if any of the following conditions apply:

- The catalog has become too large. Each Cumulus catalog file can be up to 2 GB in size.
- The number of records in the catalog reduces performance significantly.

Try to divide records into logical, distinct groups. You can divide a catalog in one of two ways:

- Move small numbers of records by dragging and dropping them from one catalog to another.
- Move large portions of a catalog with [Export and Import](#) on the File menu.

{button ,AL(`administrator',0,`,`')} [See also](#)

## Cumulus Network Administration Merging Catalogs

You can copy, divide or merge catalogs without affecting the original assets.

You can merge multiple catalogs into a single catalog by copying first the categories and then the records from one catalog to the other. You can use either of the following methods:

- Drag and drop files between catalogs.
- Use the [Export and Import](#) commands on the File menu.

When merging one or more catalogs remember the following:

- If the catalogs have identical category names and do not contain duplicate categories, you can drag and drop records from one catalog to another.
- If the catalogs share common categories but the records or hierarchies are different, move each category individually.
- If the catalogs have completely different categories, copy all categories to the new catalog.

{button ,AL(` administrator',0,`,`')} [See also](#)

## Cumulus Network Administration Archiving Information

Many organizations maintain several catalogs: one catalog for production assets and a second catalog to manage archives. With Cumulus you can also take your assets off-line and still be able to search and retrieve them. Cumulus tracks the location of media files through file references. Whenever you move an asset, you must [update the file reference](#) to reflect the new location.

### To archive assets:

1. Copy and/or move the assets to the new media.
2. [Merge](#) the records into an archival catalog by first copying the categories and then the records.
3. [Copy](#) the resulting catalog to the new media and [update](#) all file references.
4. If desired, [delete](#) the records you archived from your production catalog.

Like other read-only media, creating an archive on CD-ROM requires that all information be set up correctly in advance. You can put [both Macintosh and Windows files on a CD-ROM](#).

### To create an archive on CD-ROM:

1. Create a temporary “staging” volume/drive and name it the same name as the final CD-ROM disc.
2. Copy and/or move the catalogs and assets to the staging volume/drive.
3. [Update all file references](#). The file references within each record must “point” to the assets located on the staging volume/drive.
4. Burn a new CD that contains the contents of the temporary volume/drive. Remember that the CD must have the same name as the staging volume/drive.

{button ,AL(`administrator',0,`,`')} [See also](#)

## **Cumulus Network Administration**

### **Archiving Information**

#### **Creating Hybrid CD-ROMs**

If you archive both Macintosh and Windows files to a CD-ROM, remember to use one of the following file system combinations:

- A hybrid CD-ROM containing an ISO 9660 file system with Joliet extension as well as a MacOS HFS file system, or
- An ISO 9660 CD-ROM without extensions

Because of operating system naming restrictions, the use of other file system combinations can lead to problems finding files on either platform. For best results when burning CD-ROMs, Canto recommends using Adaptec<sup>®</sup> Toast<sup>®</sup>.

{button ,AL(`administrator',0,`,`')} [See also](#)

## Cumulus Network Administration

### Adding a Catalog

You can add an existing catalog to the list of catalogs available to users.

#### To add a catalog:

1. From the File menu, choose Connect to Server and click OK.
2. Click Add.  
The Add Catalog dialog box is displayed.
3. Enter the name and full path of the existing catalog.
4. Click OK.

{button ,AL(`administrator',0,`,`')} [See also](#)

## Cumulus Network Administration

### Restoring a Catalog

You can restore a catalog you previously backed up.

#### To restore a catalog:

1. From the File menu, choose Connect to Server and click OK.
2. Click Restore.  
The Restore Catalog dialog box is displayed.
3. In the Backup File Name field, enter the name and full path of the backup file.  
Backup files have the extension .bak.
4. In the Destination File Name field, enter the name and full path of the catalog you will create from the backup file.
5. Click OK.

{button ,AL(`administrator',0,`,`')} [See also](#)



## Cumulus Network Administration

### Repairing a Catalog

If a catalog is damaged, you can repair it with the Repair command. Repairing a catalog can take a long time, depending on the size of the catalog.

#### **To repair a catalog:**

1. From the Administration menu, choose Repair.
2. If you are sure you want to recreate your catalog, click OK at the prompt.

{button ,AL(`administrator',0,`,`')} [See also](#)

## Accelerator Keys

Accelerator keys are keyboard shortcuts to common menu commands and options.

<b>If you want to...</b>	<b>Press...</b>
Catalog assets	Ctrl + B
Connect to a Cumulus Server	Ctrl + Shift + O
Copy information	Ctrl + C
Close a catalog	Ctrl + F4
Cut information	Ctrl + X
Delete information	Delete
Display all records in a catalog	Ctrl + G
Display the properties of a selected record	Alt + Return
Execute a search using the findbar	Ctrl + F
Exit Cumulus	Alt + F4
Launch context sensitive help	F1
Move to the next dialog box tab	Ctrl + Tab
Move to the previous dialog box tab	Ctrl + Shift + Tab
Navigate categories or records	Ctrl + arrow keys
Paste information	Ctrl + V
Preview a selected asset	Ctrl + Y
Print a selected item	Ctrl + P
Rotate the Preview window left	Ctrl + left arrow
Rotate the Preview window right	Ctrl + right arrow
Switch the focus from the findbar to the Catalog window	Esc
View the properties for a selected record	Ctrl + I
View records assigned to the selected category	Alt + up/down arrow
Select all categories or all records	Ctrl + A
Select/deselect categories or records	Ctrl + Spacebar
Select/deselect multiple records	Ctrl + Spacebar or Shift + arrow keys
Select all records	Ctrl + A
Switch between the Category and Record panes in the Catalog window	Shift + Tab, Ctrl + Tab, or Ctrl + Shift + Tab
Zoom in on the Preview window	Ctrl + plus sign (+)
Zoom out on the Preview window	Ctrl + minus sign (-)

## Glossary

[\\*](#), [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](#)

[\\*](#)

[\\*.cce](#)

[\\*.ccf](#)

[\\*.cqe](#)

[\\*.cre](#)

### **A**

[Application Preferences dialog box](#)

[Application Programming Interface \(API\)](#)

[Asset](#)

### **B**

[Boolean](#)

[Browser](#)

### **C**

[Catalog](#)

[Cataloging](#)

[Cataloging Options dialog box](#)

[Catalog window](#)

[Category](#)

[Category Exchange File](#)

[Category pane](#)

[Compound search](#)

[Cumulus application window](#)

[Cumulus Browser](#)

[Cumulus Catalog File](#)

[Cumulus Category Exchange File](#)

[Cumulus Internet Media Server](#)

[Cumulus Network 4](#)

[Cumulus Network 4 Administrator User Guide](#)

[Cumulus Query Exchange File](#)

[Cumulus Record Exchange File](#)

[Cumulus Server](#)

### **D - E**

[Details window](#)

[Digital media](#)

[Drag and Drop](#)

### **F**

[File filters](#)

[File reference](#)

[Findbar](#)

### **G - H**

[Gigabyte \(GB\)](#)

**I - J**

[Internet Media Server](#)

**K - L**

[Kilobyte \(KB\)](#)

**M - O**

[Media file](#)

[Megabyte \(MB\)](#)

[Menu bar](#)

**P**

[Path/Pathname](#)

[Popup menu](#)

[Preview](#)

**Q**

[Querybar](#)

[Query Exchange File](#)

**R**

[Record](#)

[Record Exchange File](#)

[Record pane](#)

[Record Properties dialog box](#)

[Resolution](#)

**S**

[Script](#)

[Simple search](#)

[Status](#)

[Status bar](#)

**T - Z**

[Thumbnail](#)

[Toolbar](#)

[Tooltip](#)

**\*.cce**

The Cumulus Category Exchange file format, which Cumulus creates when exporting/ importing category information to/from other catalogs or applications.

**\*.ccf**

The Cumulus Catalog file format, which Cumulus creates to manage cataloged digital media (or assets).

**\*.cqe**

The Cumulus Query Exchange file format, which Cumulus creates when exporting/ importing saved query information to/from other catalogs or applications.

**\*.cre**

The Cumulus Record Exchange file format, which Cumulus creates when exporting/ importing record information to/from other catalogs or applications.



**Application Preferences dialog box**

A dialog box that allows Cumulus users to customize and define general program behaviors.

**Application Programming Interface (API)**

A set of commands available to developers for creating applications that interact with Cumulus to provide new functionality.

**Asset**

A general term describing any type of digital media (including graphic, page layout, presentation, sound, and video files) used within a project. Compare with [Digital media](#).

**Boolean**

A system of logic, based on two possible values: true or false. Cumulus uses the Boolean operators "and" and "or" to combine search conditions.

**Browser**

See [Cumulus Browser](#).

**Catalog**

A special file ending with the extension .ccf that Cumulus creates to manage cataloged assets. See also [Asset](#) and [Cumulus Catalog File](#).

**Cataloging**

The process by which a user adds an [asset](#) to a catalog.

**Cataloging Options dialog box**

A special dialog box that controls the way in which Cumulus catalogs [assets](#).



**Catalog window**

A window that features two panes (the [Category pane](#) and [Record pane](#)) that function as the central user interface during the cataloging process.

**Category**

An organized group of records that appears in the Category pane. Categories serve as the organizational backbone of a Cumulus catalog.

**Category Exchange File**

See [Cumulus Category Exchange File](#).

**Category pane**

Located on the left side of the Catalog window, the Category pane contains organized groups of records (called [categories](#)) that serve as the organizational backbone of a Cumulus catalog. The Category pane displays category and record names in a hierarchical list.

**Client**

A computer user who accesses a server application (such as the Cumulus Server) across a network.

**Client/server architecture**

A software configuration in which users (also called clients) access a server application across a network.

**Compound search**

A search query consisting of two or more search conditions.

**Cumulus Administrator**

A person who configures and manages Cumulus catalogs. The Administrator is responsible for keeping the catalogs running smoothly for Cumulus Client users, backing up catalogs, and other tasks. For more information, see the Cumulus Network 4 Administrator User Guide.



**Cumulus application window**

The main Cumulus window containing every program command, option, and "child" window needed to catalog, categorize, and manage assets.

**Cumulus Browser**

A royalty-free application for publishing Cumulus catalogs on CD-ROM or other removable media (e.g., Syquest, Zip, Jaz, or MO cartridges).

**Cumulus Catalog File**

A special file ending with the extension .ccf that Cumulus creates to manage cataloged [digital media](#) (or [assets](#)).

**Cumulus Category Exchange File**

A file ending with the extension .cce that Cumulus creates when exporting category information.

**Cumulus Internet Media Server**

A powerful CGI (or Common Gateway Interface) application designed to publish and distribute assets over the Internet.

**Cumulus Network 4**

An indispensable media management system for organizing and managing digital media in a client/server environment. See also [Digital media](#) and [Client/Server Architecture](#).

## **Cumulus Network 4 Administrator User Guide**

A manual describing Cumulus Administrator procedures and functions.

**Cumulus Query Exchange File**

A file ending with the extension .cqe that Cumulus creates when exporting saved query information.



**Cumulus Record Exchange File**

A file ending with the extension .cre that Cumulus creates when exporting record information.

**Cumulus Server**

The computer where Cumulus Server software is installed and where Cumulus catalogs should reside.

**Details window**

A small window (containing the record name, file type, color mode, resolution, and modification date) that appears when a user positions the cursor over a thumbnail. See also [Record pane](#) and [Thumbnail](#).

**Digital media**

Any electronic media (including graphic, page layout, presentation, sound and video files) used within a project.

**Drag and Drop**

A way to move user interface objects by dragging them with the mouse and dropping them onto targets.

**File filters**

Software utilities that Cumulus uses to capture information about an asset during the cataloging process. For more information on the availability of new file filters, please see the Canto web site ([www.canto.com](http://www.canto.com)).

**File reference**

The mechanism by which Cumulus tracks the actual location of an asset managed in a Cumulus catalog.

**Findbar**

Cumulus tool that allows users to search catalogs for records that match search conditions.



**Gigabyte (GB)**

A unit of storage capacity on an electronic storage device that equals 1,024 megabytes, or roughly 1.07 billion bytes. Cumulus catalog files can be up to 2 GB in size.

**Internet Media Server**

See [Cumulus Internet Media Server](#).

**Kilobyte (KB)**

A unit of storage capacity on an electronic storage device that is equivalent to 1,024 bytes.

**Media file**

Any electronic or digital media file (including graphic, page layout, presentation, sound and video files) used within a project. See also [Digital media](#).

**Megabyte (MB)**

A unit of storage capacity on an electronic storage device that is equivalent to 1,024 kilobytes or 1,048,576 bytes.

**Menubar**

Appearing at the top of the [Cumulus application window](#), the menubar lists menus that contain every program command.

**Path/Pathname**

A description of the location where a file is stored on a computer hard drive, server, or removable media (such as CD-ROM, Syquest, Zip, Jaz, or MO cartridges).

**Popup menu**

A shortcut menu that appears when you move the cursor over an object and click the right mouse button.



**Preview**

A special program mode in which you can examine cataloged assets including video clips, sound files, and image files.

**Querybar**

Stores saved search queries for future use.

**Query Exchange File**

See [Cumulus Query Exchange File](#).

**Record**

The actual catalog entry Cumulus creates when an asset is added to a catalog. Records store valuable information about an asset such as the file name, file location, file type, resolution, etc.

**Record Exchange File**

The Cumulus Record Exchange file format, which Cumulus creates when exporting/ importing record information to/from other catalogs or applications.

**Record pane**

Located on the right side of the Catalog window, the Record pane displays records as thumbnails or plain text. See also [Record](#) and [Thumbnail](#).

**Record Properties dialog box**

A special window that stores valuable record information about a cataloged asset. See also [Record](#).

**Resolution**

The number of pixels per inch in any graphic file format. Higher-resolution files have a higher number of pixels per inch than lower-resolution files. Working with higher-resolution files usually requires more memory and hard disk space than working with lower-resolution files.



**Script**

A list of instructions executed by a computer. Scripts are used by Cumulus to perform complex tasks automatically.

**Simple search**

A search query consisting of one search condition.

**Status**

A condition assigned by a user to describe the state of a particular asset.

**Status bar**

A bar at the bottom of the Cumulus Application window that provides tool button descriptions, access to the [Application Preferences](#) dialog box, and category/record status.

**Thumbnail**

A miniature display of a cataloged asset that appears in the [Record pane](#) and [Record Properties dialog box](#).

**Toolbar**

A standard program tool that offers buttons as shortcuts to commonly used commands.

**Tooltip**

A small floating descriptive window that appears above a toolbar button when the cursor is positioned over it.

