Cumulus®
Media Management System™

Multi-Ad Services Cumulus®

Browser 4.0

A user's guide to the Multi-Ad Services Cumulus Media Management System designed for Mac™ and Windows® 95/98NT™.

Comments?

Multi-Ad Services encourages you to express your thoughts on this user guide.

Please e-mail comments to **cumulus_marketing@multi-ad.com**

or via fax at **309-693-1648**.

Table of Contents

Chapter 4: Using Cumulus Browser on Mac OS 60

Glossary 114

Index 122

chapter

1

Introduction

This chapter offers a brief introduction to Cumulus Browser. Within this chapter, you will learn:

- *how Cumulus can help you manage your media assets*

- *how to use online help to find fast answers*

Introduction

Contents

Overview

Cumulus is an indispensable media management system designed to organize and manage digital media files.

With Cumulus, digital and media professionals can organize, track, preview, copy, move, annotate and archive virtually any type of *digital media*, including graphic, page layout, presentation, sound, and video files. Through managing and controlling this information, you can turn *digital media* into *media assets*. More importantly, 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.

Cumulus creates special files called *catalogs*. As you catalog *media assets*, Cumulus creates special catalog entries called *records*. To make searching and retrieving records easier, Cumulus lets you organize and classify records into logical groups called *categories*.

Once cataloged, you can view media assets as thumbnails or as plain text, conduct searches using generic or user-defined conditions, and track the location of the original digital media file and preview it.

Cumulus Browser offers all the functionality of a regular installation *except*:

- you can only create new catalogs that contain up to 50 records

- you can have only two catalogs open at once

About this Manual

This manual includes instructions on installing Cumulus Browser and an overview of the features.

Common Terms to Remember

This manual uses the following common terms:

- *Digital media file* and *media file* refer to the actual electronic file used within a project and tracked by Cumulus (e.g., image, graphic, page layout, presentation, sound, and video files).

- *Digital media asset*, *media asset*, and *asset* are all generic terms that describe a digital media file.

- *Record* refers to the catalog entry Cumulus creates when a digital media file (or *asset*) is added to a catalog.

Using Online Help

Cumulus features under Windows an extensive online help system that offers both procedural and context sensitive information. To browse a listing of help topics, simply select *Help Topics* from the Help menu.

To activate context sensitive help:

1. Click the option you'd like information on.

2. Press F1.

chapter 2

Installing

This chapter offers an overview of installation and setup procedures. Within this chapter, you will learn:

- *about Cumulus Browser requirements*

- *how to install Cumulus Broswer*

Installing

Contents

System Requirements

Cumulus Browser runs under Windows 95, Windows NT 4.0, and Mac OS, and requires the same system requirements as the full product version.

To avoid problems the following minimum and recommended system requirements needed to run Cumulus Browser have been established. Be aware that failure to adhere to at least the *minimum* requirements may result in erratic program behavior and is *not* recommended.

Minimum Requirements

The following lists the minimum system requirements to install and run Cumulus Browser in both Window and Mac OS operating environments.

Windows 95 Minimum Requirements

- 486 66 MHz IBM PC or compatible running Microsoft Windows 95 (486 33 if read-only client, no cataloging)
- 640 x 480 VGA 256 color video support
- 12 MB RAM
- 14 MB available hard disk space
- CD-ROM drive

Windows NT 4.0 Minimum Requirements

- Pentium 90 MHz IBM PC or compatible running Windows NT 4.0 Workstation/Server
- 640 x 480 VGA 256 color video support
- 16 MB RAM
- 14 MB available hard disk space
- CD-ROM drive

Mac OS Minimum Requirements

- Mac OS compatible computer (Motorola MC 68030 or later) running System 7.1 or later
- 2.5 MB RAM
- 10 MB available hard disk space
- CD-ROM drive

Recommended Requirements

This section lists the recommended system requirements to install and run Cumulus Browser in Window and Mac OS operating environments.

Windows 95 Recommended Requirements

- Pentium 133 MHz IBM PC or compatible running Microsoft Windows 95
- 600 x 800 VGA 256 color or higher video support
- 16 MB RAM
- 14 MB available hard disk space
- CD-ROM drive

Windows NT 4.0 Recommended Requirements

- Pentium 133 MHz IBM PC or compatible running Windows NT 4.0 Workstation/Server
- 600 x 800 VGA 256 color or higher video support
- 32 MB RAM
- 14 MB available hard disk space
- CD-ROM drive

Mac OS Recommended Requirements

- Mac OS compatible computer (Motorola MC 68030 or later) running System 7.5 or later
- 6 MB RAM
- 10 MB available hard disk space
- CD-ROM drive

Installing Cumulus Browser for Windows

Installing Cumulus Browser is an easy process. To install Cumulus Browser for Windows:

1. Insert your Cumulus software into your computer's drive.

2. On the drive containing the Cumulus Browser software, double-click *Setup.exe.*

3. When the Welcome screen appears, click *Next* to continue.

4. Follow the instruction onscreen.

   When prompted to select a setup option, select the setup option you prefer:

   - *Typical* installs the program with the most common options.
   - *Compact* installs the program with minimal options.
   - *Custom* allows you to select those options you wish to install.

   Under *Destination Directory,* review the displayed path.

   - To accept the default path, click *Next.*
   - To select an alternate path, click *Browse* and type a new path and click *OK.*

5. When the Setup Complete window appears, click *Finish.*

Uninstalling Cumulus

You can uninstall Cumulus Browser by using *Add/Remove Programs* on the Control Panel.

To uninstall Cumulus:

1. Click the Start button, point to *Settings,* and then click *Control Panel.*

2. Double-click *Add/Remove Programs.*

3. Select the program you wish to uninstall from the displayed list and click *Add/Remove.*

4. Follow the instructions onscreen.

Installing Cumulus Browser for Mac OS

Installing Cumulus Browser is an easy process. To install Cumulus Browser for Mac OS:

1. Insert the Cumulus Browser software in your computer.

    A window appears.

2. Double-click the *Install Cumulus Browser* icon and follow the instructions onscreen.

3. Choose the installation option you prefer:

    *   *Easy Install* loads the complete client software on your system.

    *   *Custom Install* lets you select which components of the software you would like to place on your hard drive. On the left side of the list, check the boxes next to the components you wish to install. To learn more about a component, click the box with an "I" on the right side of the list.

4. Click *Switch Disk* to select the disk where you want to load the software.

5. To install the software in a specific folder, click *Select Folder* from the pop-up menu and then select the destination in the dialog box.

6. Click *Install.*

    If you selected *Easy Install* or checked adapter files for *Custom Install*, a dialog box appears for each adapter being placed on your system. Choose one of the following:

    *   *Save* saves the adapter in the plug-in folder of the corresponding application.

    *   *Skip* skips the installation of the adapter.

    The installer loads Cumulus Browser to the Cumulus Browser folder. A dialog box appears to confirm that the installation was successful. If the installation added extensions to your system, Cumulus asks you to restart your computer. Click *Restart* in the dialog box.

Converting Catalogs from a Previous Release

Catalog files created under Cumulus 2.5 and 3.0 must be converted using the *Cumulus Catalog Converter* before Cumulus can open them. Once a catalog has been converted, it can not be opened by an earlier version. The *Cumulus Catalog Converter* runs only on Mac OS systems.

To install the *Cumulus Catalog Converter*:

1. On the Mac OS computer where your Cumulus 2.5 and/or 3.0 catalogs are located, insert the disk containing the Cumulus Browser software.

   A window appears.

2. To install the *Cumulus Catalog Converter* double-click *Install Cumulus Browser*.

3. When the Install Cumulus Browser dialog box appears, select *Custom Install* from the pop-up menu at the top of the dialog box.

4. Enable *Cumulus Catalog Converter*.

5. Click *Switch Disk* to select the location where you want to load the software.

6. Click *Install*.

To convert existing catalogs:

1. Drag and drop existing Cumulus catalogs on to the *Cumulus Catalog Converter*.

   A new window appears.

Tip: Cumulus 4.0 catalog files end with the file extension *.ccf*.

2. Specify a location for the converted catalog and (if needed) enter a new catalog name.

3. Select either:

   - *Motorola* (for MacOS computers and most Unix computers)

   - *Intel* (for Windows computers and some Unix computers)

4. Click *Save*.

Contacting Multi-Ad Services

If you are interested in purchasing a full copy of Cumulus, contact Multi-Ad.
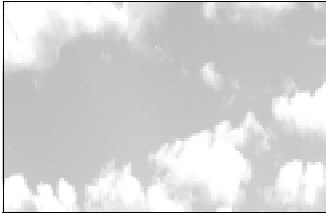
http://www.multi-ad.com

chapter

3

Using Cumulus Browser on Windows

This chapter introduces you to basic program features and windows. Within this chapter, you will learn:

- *how to launch Cumulus and open a catalog*

- *the purpose and use of the Cumulus toolbar*

- *the purpose and use of the Cumulus application window, Catalog window, Record pane, Category pane, and status bar*

- *how to build simple or compound search queries*

- *how to save searches for future use*

- *how to print information*

Using Cumulus Browser on Windows

Contents

Overview

Cumulus has been designed for computer professionals who need to organize, track, access, and archive digital media files. Within the graphics, publishing, and multimedia industries, the term *media asset* (or *asset*) describes digital media files used within a project. A media asset 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. Each record stores vital searchable information about your asset such as its file name, file location, file type, file size, creation/modification date, height, width, etc.

Best of all, you can search and retrieve records with a single click of your mouse. Plus, once you locate the record you're looking for you can instantly preview, copy, or move it to a new location.

The remainder of this chapter describes basic program features and functionality, including:

- launching Cumulus and opening a catalog

- understanding the components of the Cumulus Application window

- navigating and using the Catalog window (i.e., the Record pane and Catalog pane)

Launching Cumulus and Opening a Catalog

To launch Cumulus and open a catalog:

1. Click the Start button, point to *Programs*, select *Cumulus* and then *Cumulus Desktop* or *Cumulus Desktop PLUS*.

   Cumulus loads. If you are loading Cumulus for the first time, the *Open Catalog* dialog box appears.

2. If *Open Catalog* dialog box does not appear, click *Open* on the File menu.

3. In the Look in box, locate the catalog you wish to open and click *Open*. To cancel, click *Cancel*.

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.
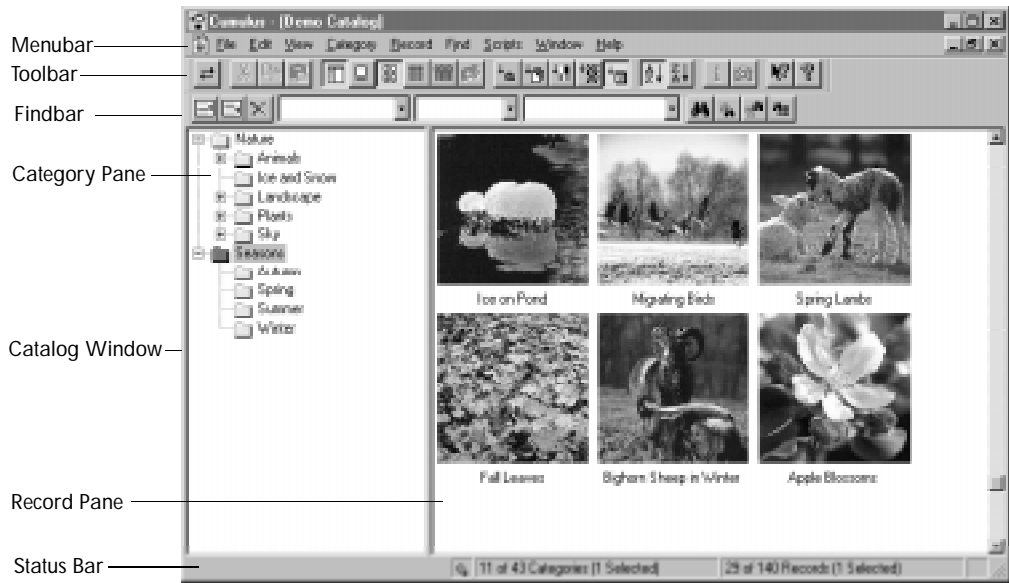

Figure 1. Cumulus Application Window

Using the Toolbar

Toolbar buttons offer quick and easy access to common commands and options. Temporarily positioning the cursor over a toolbar button displays a *Tooltip* that describes the button's function.

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, simply select its outer edge and drag it to the desired location. To temporarily turn off the toolbar, uncheck *Toolbar* on the View menu.

Tip: Tooltips are small floating windows that offer brief descriptions of commands and buttons.

Table 2 describes of each toolbar button.

Table 2. Toolbar Button Descriptions

Toolbar Button	Description
	Creates a new Cumulus catalog.
	Opens an existing Cumulus catalog.
	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 Category pane.

Table 2. Toolbar Button Descriptions

Toolbar Button	Description
	Displays assets using large thumbnails.
	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 asset type.
	Sorts catalog by asset color mode.
	Sorts catalog by asset resolution.
	Sorts catalog by asset modification date.
	Sorts catalog in ascending order (from A to Z).

Table 2. Toolbar Button Descriptions

Toolbar Button	Description
	Sorts catalog in descending order (from Z to A).
	Displays the Record Properties dialog box.
	Displays a preview of the cataloged asset
	Displays help system topics

Understanding the Catalog Window

Cumulus tracks assets in a special file called a *catalog*. When you open a catalog, a Catalog window (like the one shown below) appears.
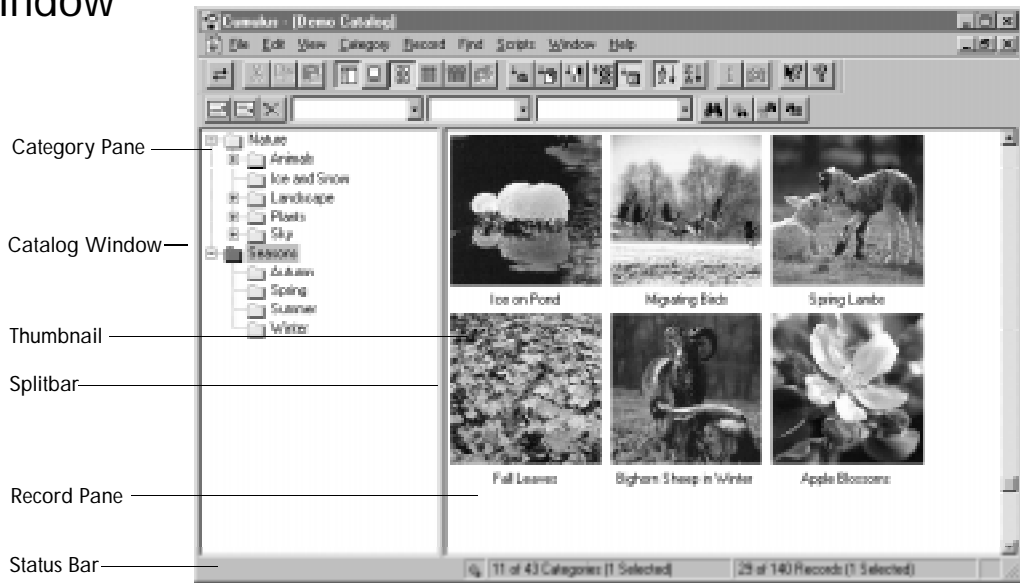
Figure 3. The Catalog Window

The Catalog window consists of two sections or *panes*:

- the *Category pane*
- the *Record pane*

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, simply select the window borders or use the minimize, maximize, and restore buttons located in the title bar.

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. 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.

To instantly learn more about a record, simply position the cursor over the thumbnail. A Details window appears listing the record name, the file type, the color mode, resolution, and modification date.
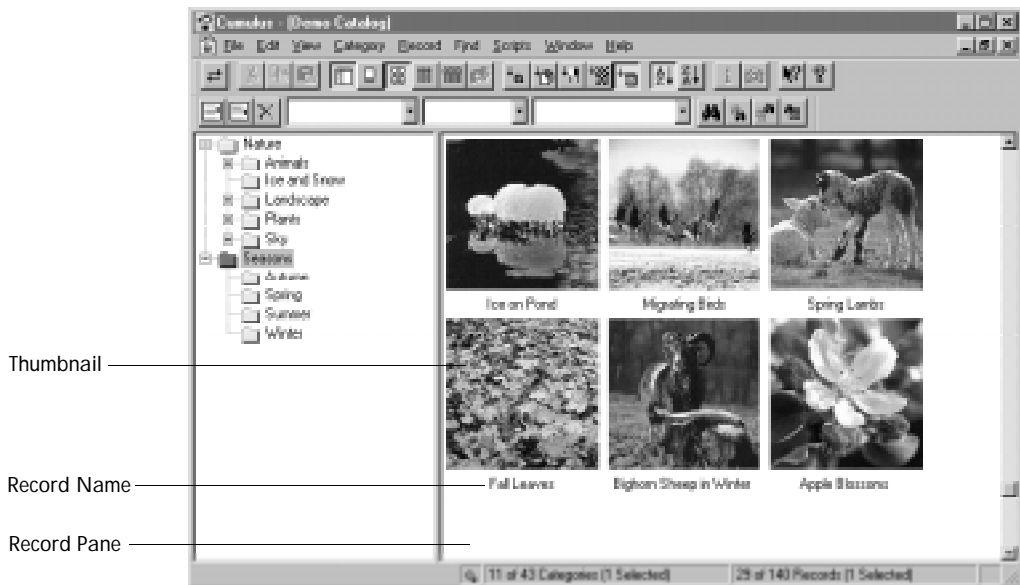
Figure 4. The Record Pane

Improving Thumbnail Appearance

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.

Displaying Record Properties

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.
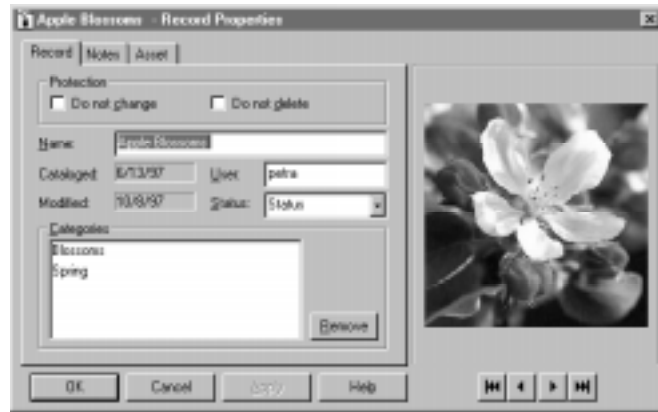
Figure 5. Record Properties Dialog Box

The Record Properties dialog box consists of three tabs (*Record*, *Notes*, and *Asset*) that store a wide variety of information about the asset, such as:

- the record name (the name assigned during the cataloging process)

- static information about the asset captured during cataloging (e.g., the location of the asset, the file name, file format, creation program, size, creation date, modification date, and resolution)

Setting Record Pane Viewing Options

By default, the Record pane displays records as graphical thumbnails. However, you can alter the way records appear by selecting options found in the View menu. Table 6 describes the different ways you can alter the Record pane.

Table 6. 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*

In a textual view (see Figure 7) the Record pane displays records in a convenient table that 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.
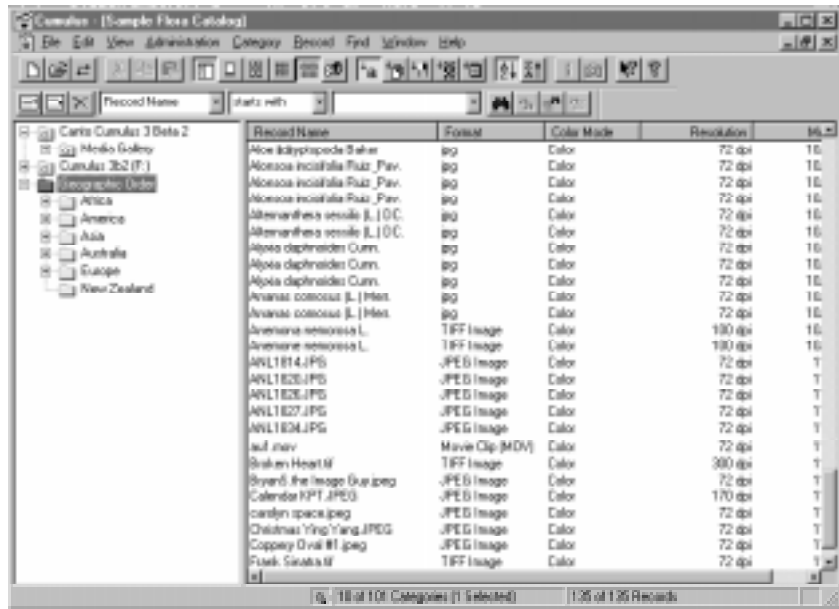
Figure 7. Record Pane Textual View

Cumulus Browser User Guide · Using Cumulus Browser on Windows

Displaying the Record Popup Menu

You can display the Record popup menu (see Figure 8) by moving the cursor over a record thumbnail or text entry and single-clicking the *right* mouse button.

Figure 8. Record Popup Menu

Sorting Records

To make retrieving records as easy as possible, Cumulus offers a number of convenient record sorting methods. Within a given catalog you can:

- sort by record detail

- sort by ascending or descending order

Sorting by Detail

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.

Sorting by Order

Sorting by order displays records in either ascending or descending order by the currently selected sort criteria.

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.

Using the Status Bar

The status bar (see Figure 9) appears at the bottom of the Cumulus application window and offers a great deal of information about the currently active catalog including:

- toolbar button descriptions

- the Search Compass icon

- Category status

- Record status

- Lock icon

Search Compass   Category Status   Record Status

11 of 43 Categories (1 Selected)   29 of 140 Records (1 Selected)

Lock Icon
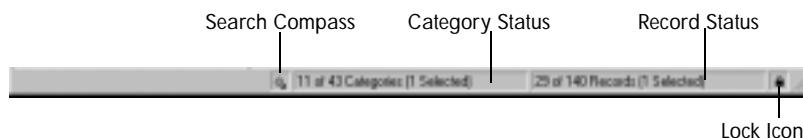
Figure 9. The Status Bar

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

The *Search Compass* appears next. Clicking this icon offers instant access to 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 is especially useful since it typically summarizes 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.

The *Lock Icon* (located on the far right side of the status bar) indicates that a catalog is in read-only mode.

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. When you catalog an asset, Cumulus creates a record that stores valuable information about the original digital media file. To help you further organize records, you can place them into logical hierarchical groups called *categories,* as shown in Figure 10.

Figure 10. The Category Pane

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

- You can assign categories unique names that describe assets.

- Through simple dragging and dropping, you can associate records (representing assets) to one or multiple categories.

- Categories are fully searchable, making the retrieval of assets easy.

- *C*ategories 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, simply double-click the category, or select the category and press ENTER. What makes categories truly powerful is the ability to create hierarchies. 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.

Navigating the Category Pane

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, as shown in Figure 11.

Figure 11. Expanded Categories

Moving the cursor over a category and clicking the right mouse button displays the *Category* popup menu. The Category popup menu features shortcuts to commonly used Category menu options.

Searching for Records

Cumulus offers a great deal of flexibility in how you search for records. Depending upon what you're looking for, you can simply browse the Catalog window or use the program's built-in search tools. There are three basic ways to search for records:

- finding records that match a specific category

- using the findbar to build search queries that consist of one or more search conditions

- browsing the Catalog window

The real power behind Cumulus' search capability lies in the fact that it doesn't force you to work in one specific way. You can search intuitively and switch back and forth between methods as needed.

Using the Findbar

The Cumulus findbar offers a quick and easy way to build search queries consisting of one or multiple search conditions. By default, the findbar appears at the top of the Cumulus Application window directly beneath the toolbar.

Tip: The findbar can be enabled or disabled by clicking *Findbar* on the View menu.

As with other Cumulus toolbars, you can easily move it with the mouse.

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

- condition buttons

- search condition fields
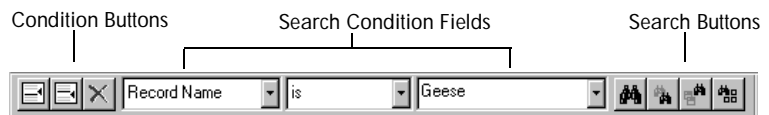
- search buttons

Figure 12. Findbar Components

Condition Buttons

The *Insert Condition Above*, *Insert Condition Below,* and *Delete Condition* buttons (located on the left side of the findbar) allow you to determine the number of search conditions.

Delete Condition

Figure 13. Findbar Condition Buttons

If your search query includes more than one condition, the condition buttons appear next to the currently active search condition. Clicking *Insert Condition Above* or *Insert Condition Below* adds a new condition above or below the currently active search condition. Clicking *Delete Condition* deletes the currently active search condition.

Search Condition Fields

The center of the window contains three *Search Condition* fields used to build a search:

- The *Criteria* field defines what you're searching for (e.g., record name, file type, color mode, etc.).

- The *Operator* field defines how you want to search (e.g., contains, starts with, is, is not, etc.).

- The *Value* field allows you to further qualify your search by adding *single* or *partial* words, numbers, or dates.

Criteria Field   Operator Field   Value Field   Search Buttons
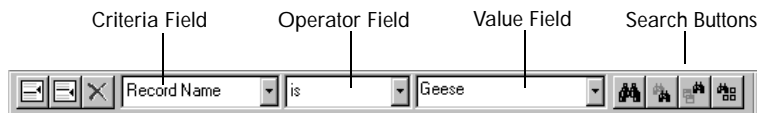
Figure 14. Search Condition Fields

Search Buttons

Search buttons appear on the *right* side of the findbar. Selecting any of these buttons executes a search. Table 15 describes each button and its function.

Table 15. Search Button Definitions

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

Building Sample Search Queries

How you build a search query really depends upon what you need to find. The first step is to determine how many search conditions you want to search for. There are two types of searches:

- simple searches
- compound searches

Simple Searches

Simple searches (like the one shown in Figure 16) have only one search condition.

Condition Buttons   Search Buttons

      Criteria Field   Operator Field   Value Field
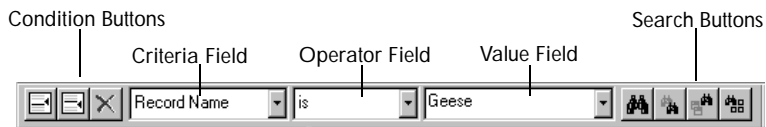
Figure 16. Simple Search Query

To build a simple search:

Tip: To clear all search fields, click Delete.

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).

Tip: Dragging a record onto the Value field is a quick way to enter relevant record information.

3. In the *Value* field, enter *single* or *partial* words, numbers, or dates to further qualify your search.

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 (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

Using simple searches in combination with the *Find Again* button is a common and intuitive way to narrow down search results.

Compound Searches

Compound searches (see Figure 17) have two or more search conditions.
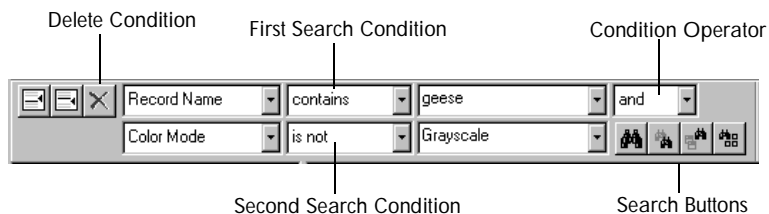
Figure 17. Sample Compound Search

Tip: The box containing the Insert Condition Above, Insert Condition Below, and Delete Condition buttons appears next to the currently active search condition.

To build a compound search:

1.   Determine the number of search conditions you wish to search for.

  •   To add a search condition *above* the current selected condition, click *Insert Condition Above.*

  •   To add a search condition below the selected condition, click *Insert Condition Below.*

  •   To delete a search condition, select it by clicking any of its Condition fields, and then click *Delete Condition.*

2.   For the *first* search condition:

  •   Select a criteria from the *Search Criteria* field (e.g., record name, file type, color mode, etc.).

  •   Select a search operator from the *Search Operator* field.

Tip: Dragging a record onto the Value field is a quick way to enter relevant record information.

  •   In the *Value* field, enter additional information appropriate to further qualify your search.

3. From the Condition Operator field, select *and* or *or*:

   • Selecting "*and"* finds only records that match both search conditions. By definition, "and" searches are more restrictive.

   • Selecting "*or"* 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, color mode, 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.

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

Search Query Examples

Cumulus offers full text search capability. In a full text search, Cumulus searches for single or partial words, numbers, or dates without regard to capitalization. For example, *r_s* would find *for single.*

Table 18 offers a quick overview of sample search queries.

Table 18.   Search Query Examples
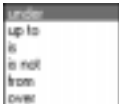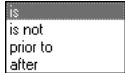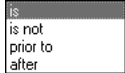
To search for...	use this operator...	and this value...
Record Name	contains starts with is is not doesn't cont.	Full text search.
File Format	is is not	Select a file format from the list or enter one.
Color Mode	is is not	From the list, select *Line Art*, *Grayscale*, or *Color*.
Resolution	under up to is is not from over	Enter a numeric value for resolution in dots per inch (dpi).
File Size	under up to is is not from over	Enter numbers in bytes: type *KB* for kilobytes type *MB* for megabytes
Modification Date (of the record)	is is not prior to after	Enter a date using the format specified in your operating system.
Creation Date (of the file)	is is not prior to after	Enter a date using the format specified in the operating system.

Table 18. Search Query Examples

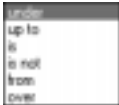| To search for...	use this operator...	and this value...
Volume Name	contains starts with = is not doesn't cont.	Enter single or partial words to perform a full text, case-insensitive search.
File Name	contains starts with = is not doesn't cont.	Enter full or partial words to perform a full text, case-insensitive search.
Folder Name	contains starts with = 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 not doesn't cont.	Enter full or partial words to perform a full text, case-insensitive search.
Status	is is not	From the list, pick a status.
Thumbnail	similar to not similar to	Drag and drop a thumbnail onto the Value field to perform a similarity search, comparing brightness and contrast with a loose tolerance.
Category	contains starts with = is not doesn't cont.	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. Preferences in the Application Preferences dialog box control how Cumulus searches categories.

Table 18. Search Query Examples

To search for...	use this operator...	and this value...
Notes	contains doesn't cont.	Full text search.

Saved Search Queries

To make search sessions even more productive, you can quickly save effective queries by typing a name into the *querybar* and clicking *Save Query.* By default, the querybar is disabled. To enable the querybar, select *Querybar* from the View menu. The querybar appears to the right of the toolbar.
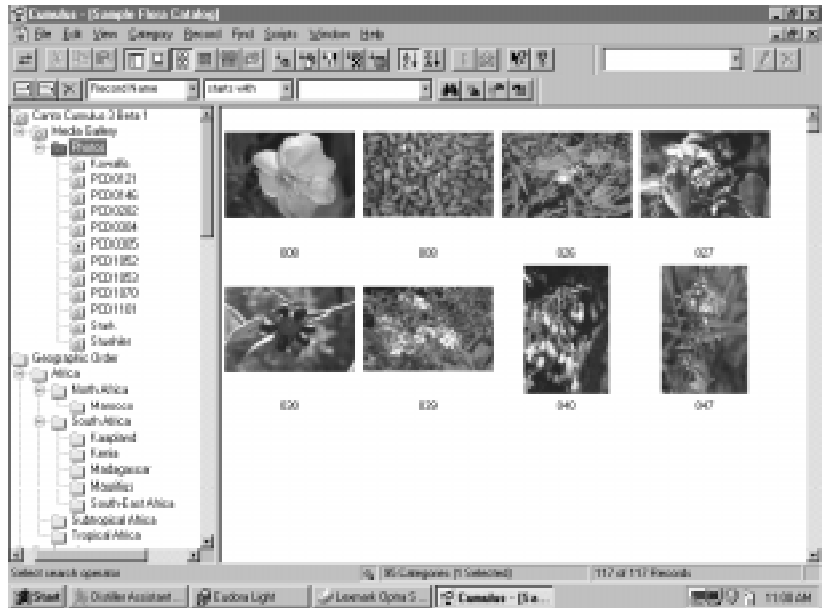
Figure 19. Querybar

Saving Queries

To save the currently active search query:

1. In the querybar, type a name and click *Save Query.*
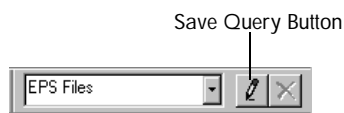
Save Query Button

Figure 20. Save Query Button

2. Cumulus adds the new query to the querybar list.

Retrieving Saved Queries

To retrieve a saved search query:

1. On the findbar, select the search condition by clicking its Condition field.

2. On the querybar, select a saved query from the list.

    Cumulus inserts the saved query.

Deleting Saved Queries

To delete a saved search query:

1. On the querybar, select the query you wish to delete.

2. Click the *Delete Query* button.

Delete Query Button

Figure 21. Delete Query Button

Cumulus deletes the query and removes it from the querybar list.

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*

    Selecting this option finds records associated with at least one of the categories included in your search.

- *Matching All Selected Categories*

    Selecting this option finds records associated with all categories included in your search.

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

Enabling *and Related Categories* allows you to search for related categories.

Using the Search Compass Icon

The *Search Compass* icon (see Figure 22) appears in the center of the status bar. This handy icon displays information about current search preferences and serves as a quick shortcut to the Application Preferences dialog box.

Figure 22. Status Bar, Search Compass Icon

If a search is not yielding the results you need, simply glancing at the icon will tell you *which* search preferences are currently enabled. Then, by simply clicking the icon, you can instantly display the Application Preferences dialog box and alter the search preferences if necessary.

Table 23 describes how each preference influences the icon's appearance.

Table 23. Search Compass Meanings

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	

Printing Information

Cumulus features context-sensitive printing capability. 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).

The following section describes how to print and preview record and category information.

Printing Record Information

You can print a wide variety of record information including graphical thumbnails, record details, and the contents of the Record Properties dialog box.

To print record information:

1. Select the records you wish to print.

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.*

Previewing Print Record Options

A *Print Preview* allows you to view a selection prior to printing.

To preview record information prior to printing:

1. On the File menu, click *Print Preview Records*.

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.

Figure 24. Record Information Print Preview

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.

Printing Category Information

To print category information:

1. Select the categories you wish to print.

2. On the File menu, click *Print Categories.*

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

Previewing Print Category Options

A *Print Preview* allows you to view a selection prior to printing.

To preview categories prior to printing:

1. On the File menu, click *Print Preview Categories.*

   A Preview window appears.

2. 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

Accelerator Keys

Accelerator keys are keyboard shortcuts to common menu commands and options. The table below lists all accelerator keys available in Cumulus Browser.

Accelerator Keys

If you want to...	Press...
Catalog assets	Ctrl + B
Connect to a Cumulus Server	Ctrl + Shift + O
Copy information	Ctrl + C
Close catalog	Ctrl + F4
Create new catalog	Ctrl + N
Cut information	Ctrl + X
Delete information	Delete
Display all records in a catalog	Ctrl + G
Execute a search using the findbar	Ctrl + F
Exit Cumulus	Alt + F4
Launch context sensitive help	F1
Move to the next dialog box tab or window pane Toggle between Category and Record pane in the Catalog Window	Ctrl + Tab
Move to the previous dialog box tab or window pane Toggle between Category and Record pane in the Catalog Window	Ctrl + Shift + Tab
Navigate categories and records	Ctrl + arrow keys
Open existing catalog	Ctrl + O
Open the Record Properties dialog box	Alt + Return
Paste information	Ctrl + V
Preview a selected asset	Ctrl + Y
Print a selected item	Ctrl + P
Rotate the Preview window left	Ctrl + left arrow

Accelerator Keys

If you want to...	Press...
Rotate the Preview window right	Ctrl + right arrow
Select multiple records or categories	Shift + arrow keys
View the properties for a selected record	Ctrl + I *or* Alt + Enter
View records assigned to the selected category	Alt + up/down arrow
Select all categories or records	Ctrl + A
Select/deselect categories or records	Ctrl + Spacebar
Add the previous/next category or record to the selection	Shift + up/down arrow
Switch between the Category and Record panes in the Catalog window	Shift + Tab
Zoom in on the Preview window	Ctrl + plus sign (+)
Zoom out on the Preview window	Ctrl + minus sign (-)

chapter 4

Using Cumulus Browser on Mac OS

As a Cumulus user, you work with Cumulus catalog files. This chapter describes how to:

- *Launch Cumulus and open a catalog*
- *Work with the main Cumulus windows*
- *Create and assign Categories and status*
- *Search for files using Categories, status, and other search criteria*
- *Add files to a catalog*
- *Deploy and manage your media assets*
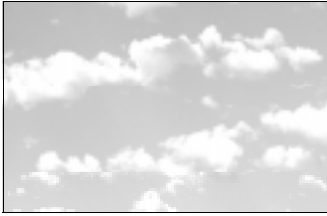
Using Cumulus Browser on Mac OS

Launching Cumulus Browser

Open the folde *Cumulus Browser* that you have installed on your computer.

Double-click the *Cumulus Browser* icon to launch the application.

Opening Catalogs

To open a catalog file simply double-click the file's icon in the Finder or select *Open* from the File menu and locate the catalog file on your disk. Cumulus will open a Catalog Window for the catalog:

Connecting to a Cumulus Server

Cumulus Browser is a single-user version of Cumulus Network from Multi-Ad Services, Inc. If you have the server software of Cumulus installed in your network you can use Cumulus Browser as the client software to connect to it and work with catalogs that the server manages.

To connect to a Cumulus Network server:

1   Select *Share Database* from the File menu.

2   Choose the AppleTalk zone (if applicable) and choose the Cumulus server Mac OS that manages the catalog you wish to open.
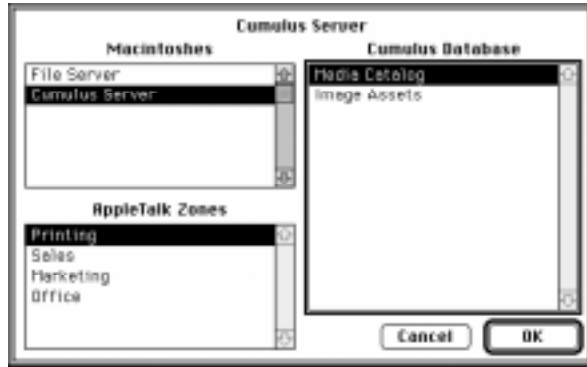
For more information on this see the User's Guide of the Cumulus Network software package.

The Catalog Window

The Catalog Window is the main interface to the files that Cumulus manages. Each catalog is displayed in a separate window. Cumulus can have several catalogs open at the same time.

Each file managed by Cumulus is represented by record in the catalog. The Catalog Window displays all records contained in the catalog, or a collection of records matching the last search query. You can choose to display the records as a list of text or a gallery of thumbnails.

The Catalog Window is shown below:

Selecting Records

You can select a single record by clicking it. You can select multiple records with one of the following methods:

- Command-click: To select multiple non-consecutive records, hold down the command key as you click the records.

- Shift-click: To select multiple consecutive records, hold down the shift key as you click the first and last records in the range.

- Press the up-arrow or down-arrow key to extend the selection upwards or downwards.

- Choose *Select All* from the Edit menu to select all records. This menu command changes to *Deselect All* when you hold down the option key.

Lock Icon

When a Lock Icon appears it indicates that this catalog is open in a read-only mode, and that you will be unable to make any changes to it. There are several possible reasons for this:

- The catalog file resides on a read-only volume (like a CD-ROM).

- You did not enter the correct password for write access when opening the catalog.

- You connected to a Cumulus server and the Cumulus administrator has restricted your catalog access to read-only.

Catalog Display

Use the pop-up menu to display thumbnails in sizes of 96x96, 128x128, or 192x192 pixels, or to display a text view of your records.

A bullet point appears next to the default thumbnail size for this catalog. Cumulus scales the thumbnails of each record to the size you have selected.

You choose the default thumbnail size for each catalog in the Database Preferences dialog. Thumbnails will be created at this default size for every file cataloged.

Catalog Information

This displays the total number of records in the catalog, the number of records contained in this window and the number of currently selected records.

Sorting and Sorting Order

Choose one of the five options listed to sort your records in the Catalog Window.

The corresponding information about the first selected record appears next to each of five buttons:

- Image Name: A user-customizable field of up to 63 characters. Cumulus initially sets this field to the file name during cataloging. For information about how to change the Image Name see "The Record Information Window" on page 68.

- Type: The type of file that was cataloged.

- Color Mode: The kind of image that is stored in the file. Possible values are Color, Grayscale, or Line Art.

- Resolution: For files that contain pixel data the resolution is noted here in dots per inch.

- Modified: The modification date of the Cumulus record. This is not the modification date of the file.
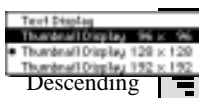
Descending

The sorting order icon at the top of the scroll bar toggles between ascending and descending sorting order.

Show/Hide Sort Buttons

Hide Sort Buttons
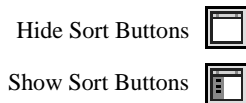
Show Sort Buttons

The Show / Hide Sort Button above the scroll bar allows you to show or hide the sort buttons on the left side of the Catalog Window, making more room to display the records. Catalog Information and the current sorting will be displayed at the top of the window.
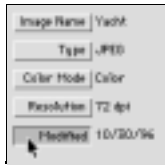
Use *Catalog Display* and *Sort Catalog By* from the Edit menu to change the Catalog Window view when the sort buttons and the Catalog Display pop-up item are hidden.
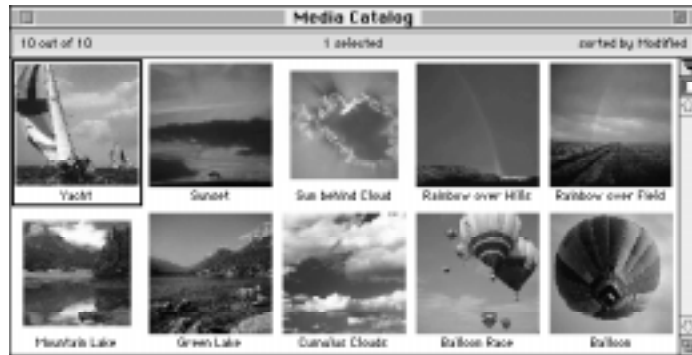
Resizing Thumbnail Views

As you change the thumbnail size viewed in the Catalog Window you will notice that the thumbnails no longer neatly fill the window. To adjust the Catalog Window to fit a new thumbnail display size drag the Resize Box to grow the window to a suitable new size and release the mouse button. Cumulus will snap the Catalog Window to fit the new thumbnail size.

Text Display

Text Display is an alternative method of presenting records in a Catalog Window. Text Display gives you the opportunity to see more records in the Catalog Window and presents a summary of important record information.

You can either select *Text Display* from the Catalog Display pop-up menu item in the Catalog Window or from the Catalog Display sub-menu of the Edit menu.
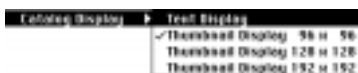
Sorting buttons appear above the list and record information is listed below each button. To view the list in a different sorting, click the button above the column of interest.

The thumbnail of the first selected record appears on the left side of the Catalog Window.

The Catalog Window shows all records in a catalog or a collection of records matching the last search query. See "Finding Records" on page 87 to learn how to search for records in your catalog.

Once a file is cataloged and its record is visible in the Catalog Window you can use Cumulus to manage the record or the file:

- You can open the Record Information Window and add information to the record like Notes, Image Name, Status, Categories, User Name. See "The Record Information Window" on page 68.

- You can assign the record to appropriate Categories using the Category Window. Categories make it easy to organize and find records. See "The Category Window" on page 76.

- You can copy or move your files, or send them to applications for editing or layout. Drag and drop the record to the Finder to get a copy of the file or drag and drop it to a QuarkXPress document to place the file in a layout. See "Working with Files" on page 105.

- You can maintain your records; update file references, update file information or thumbnails or delete records you no longer need. See "Working With Records" on page 100.

The Record Information Window

A record in a Cumulus catalog contains all the information Cumulus keeps for a cataloged file. This information is presented to the user in the Record Information Window.

Record information can be divided into three types:

- Static information that is automatically captured by Cumulus during cataloging.

- Customizable information that can be added during cataloging and modified afterwards.

- File type specific information that is captured by the File Filter during cataloging and displayed in an additional dialog.

Please note that when updating records or checking file references only the static information is updated. Customizable information is retained. See "Working With Records" on page 100.

To open a Record Information Window select a record in the Catalog Window and choose *Information* from the Record menu.

Type Specific Information

File Path Pop-up

Browsing Buttons

Add/Remove Categories
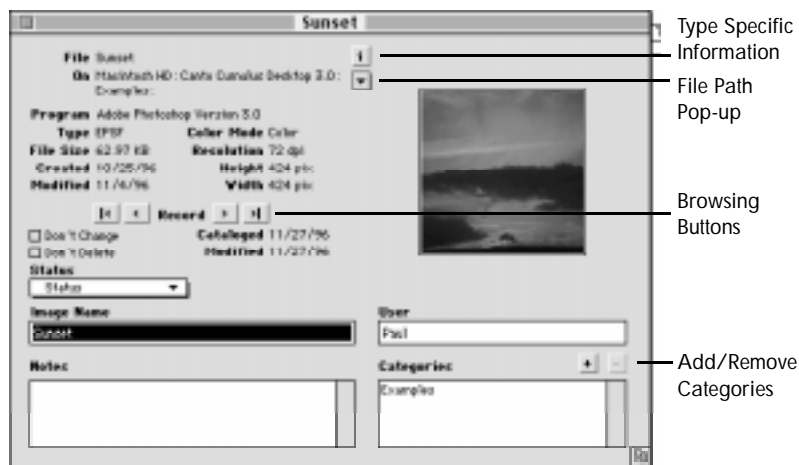
File Reference

The File and On fields show the full path name of the file referenced by this record. You can also see this information in the File Path Pop-up item described below.

General File Information

The fields Program, Type, File Size, Created and Modified show the name of the creating software, the four character type-code of the file, the size of the file on disk and the file creation and modification date.

Image Information

The fields Color Mode, Resolution, Height and Width show information about an image that is stored in the file. Color Mode is either Line Art, Grayscale, or Color. The resolution is displayed in dots per inch while the height and width of the image are displayed in the unit chosen in the Application Preferences dialog.

Status

Each record is assigned exactly one status. The status is picked from the status list of the corresponding catalog. To assign a different status to a record, choose the status from the Status pop-up menu of the Record Information Window.

When you catalog a file, Cumulus assigns it the one specified in the *Cataloging Options* window.

Image Name

When you catalog a file, Cumulus enters the Mac OS file name as the Cumulus Image Name for the record. To change the Image Name, enter your modification in the Image Name field. Cumulus allows you to sort your catalog views by Image Name. Image Names can contain up to 63 characters. Changing the Image Name does not change the name of the original file.

Sometimes files that you catalog do not have meaningful names like Kodak PhotoCD images, which are usually named by number. The Image Name can be used to store a more descriptive name for the file and make it easier to locate in a search.

Other types of information that Cumulus customers keep in this field are job numbers, archive locations or other types of information that needs to be searched and sorted.

User Name

The User field can store information about who cataloged a file or last changed a record. To change the User, type the modification in the User field. The text can be up to 31 characters long.

When you catalog files, Cumulus enters the User Name that appears in the Cataloging Options dialog.

Categories

The Categories field lists all Categories that this record has been assigned to. Each record in a catalog may be assigned to a number of Categories to facilitate managing and organizing the catalog. Records can be assigned to any Category in the Category Window of the corresponding catalog. If you want to add, delete or edit Categories see "The Category Window" on page 76.

Assigning a Record to Categories

There are many ways to assign records to Categories from within the Record Information Window, all using drag and drop between windows.

From within the Record Information Window:

1   Click the ⊞ button to open the Category Window and bring it to the front.

2   Select one or more Categories by clicking on a Category of interest. To select more than one Category at a time, hold down the shift key while selecting.

3   Drag the selected Categories onto the Categories field of the Record Information Window, and drop them to assign the record to these Categories.

With the Category Window open

•   Drag the thumbnail from the Record Information Window to the Category of your choice in the Category Window.

With a second Record Information Window open from the same catalog

•   Drag a selection of Categories from one Record Information Window to the Categories field of another.

Finding Categories

To show the Categories in the Category Window to which a record is assigned, double-click them in the Categories field of the Record Information Window. Cumulus will open the Category Window and select the Categories you have double-clicked.

You can use this feature in conjunction with a search for Categories in the Category Window (see page 88) to quickly find other records assigned to the same Categories.

Removing a Record from Categories

To remove a record from one or more Categories to which it is assigned select the Categories in the Categories field of the Record Information Window and click the ⊟ button. You can also press the *delete* key, select *Clear* from the Edit menu, or drag the Categories to the Trash in the Finder to remove the record from the selected Categories.

Notes

The Notes field allows you to enter any additional information about the record. It can contain up to 32KB of text. You can search records by the text in the Notes field.

Notes can be very powerful in communicating information about assets, how they should be used, and who they belong to. For example the Notes field may contain:

- Facts and information about the original file; where it came from; what it contains.

- Information about where a hard copy, transparency, video, or audio recording related to the record is located.

- Information about copyright, usage history, and permissions.

- Instruction on how to print, use, or edit the original file.

- IPTC header information from JPEG and JFIF files. Newswire services use this format specified by the International Press Telecommunications Council to add information to a picture.

- Notes added to the original file by an application, for example caption text added in the File Info dialog of Adobe Photoshop.

- Text contained within Adobe Illustrator or Acrobat PDF files.

- Text from QuarkXPress documents that were saved with Dalai PageXTractor XTension.

- The URL of the original file added by WWW browsers such as Netscape Navigator.

- Comments from the Finder's Get Info window for the original file.

Thumbnail

Cumulus automatically creates a thumbnail when it catalogs a file. Thumbnails can be based on the content of the file, taken from a resource in the file, taken from the Finder Icon for the file, or taken as a user-selected picture.

The thumbnail is displayed in the Record Information Window in its original size.

Rotating the Thumbnail

When the thumbnail has an inappropriate orientation (as may happen with some Kodak Photo CD images), you can rotate it. To do this please select one of the direction items of the Rotate Thumbnail sub-menu of the Edit menu.

You can also rotate a thumbnail 90° clockwise in the Record Information Window by clicking on it while holding down the option key.

Optimizing the Thumbnail

When the thumbnail shows low contrast you can optimize brightness and contrast of a thumbnail by selecting *Optimize Thumbnail* from the Edit menu.

Copying the Thumbnail

You can copy any thumbnail to paste it into another application. This transfers the thumbnail only, not the original file. To copy the thumbnail, select it in the Record Information Window and choose *Copy* from the *Edit* menu.

Replacing the Thumbnail

You can assign a different thumbnail to any record. For example, you may want to assign an image thumbnail to a non-image file, such as a sound file. To assign a different thumbnail to a record:

1 Copy the picture you want to use as a thumbnail.

2   Select the thumbnail in the Record Information Window and
    choose *Paste* from the Edit menu.

    *To rebuild the original thumbnail, select Update from the Record
    menu while holding down the option key.*

Don't Change Record

This option protects the record against accidental changes by any user.

To protect a record against changes, check the *Don't Change* box. If you
can modify the catalog you can remove this protection at any time.

Don't Delete Record

This option protects a record from being deleted. It does not prevent
users from modifying the record.

To protect a record from being deleted, check the *Don't Delete* box. You
can remove this protection at any time.

Type-Specific Information

Depending on the file type and File Filter used for cataloging there may
be additional information about the original file that is not shown in
the Record Information Window. You can open a dialog to view this
information by clicking the Type-Specific Information button or
selecting *Information* from the Record menu while in a Record
Information Window.

Information in the Type-Specific Information section of a record is not
searchable. If the button is inactive, no type-specific information exists
for the file.

File Path Pop-up

Use this pop-up item to see where the original file or a folder which contains it is located. The pop-up menu lists all elements of the file path starting with the file itself at the top ending with the volume at the bottom. Select any item to switch to the Finder and show its location.

Browsing Buttons

Go To First Record |<

Go To Previous Record   <

Go To Next Record   >

Go To Last Record   >|
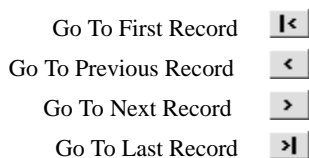
Use the Browsing Buttons to change to a different record in the Catalog Window.

Clicking one of the browsing buttons records updates the Record Information Window to display information about the new record. If you have any unsaved changes Cumulus will ask you whether you want to save them first.

You can browse through all records of a catalog without in the Record Information Window.

You can use the commands in the Record menu, or the key combinations cmd-left arrow and cmd-right arrow to go to the previous or next record.

Saving the Record Information

Select *Save* from the File menu to write changes made to the record in the catalog. Any other client viewing information about this record will immediately see the updated information.

When you close the Record Information Window after modifying the record data Cumulus will display a dialog asking you whether to save any changes or discard them.
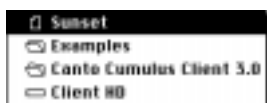
The Category Window

Cumulus provides a powerful Category system that facilitates fast organizing, searching, and retrieval of information. Categories efficiently organize records in a nested structure that is meaningful to users.

Categories can be compared to folders in the Finder. However, in Cumulus records can be assigned to many Categories at once. For example, if you have a company logo that is used in many different projects. In the Finder you might keep a copy of the logo with each project folder. With Cumulus you can have one instance of the logo and assign its record to each project Category.

When the logo changes you only have to update it once in Cumulus whereas you would have difficulties finding all copies of the logo in your project folders.

To find all files for a specific project simply double-click the corresponding project Category. The Catalog Window will show all records assigned to the project.

If you need to collect all elements of a project, just drag the project Category to a removable disk and Cumulus will create a folder on the disk containing all files whose records are assigned to the Category.

Building a Category Structure

The Category structure you create to manage your media usually reflects the content of these files. Take for example a picture of a cloud. If you have multiple cloud files in your catalog a Category named "Clouds" may help you to group these files.

If you are a meteorologist you may have thousands of files containing clouds. You would probably want a more specific Category structure that allows you to differentiate between the different types of clouds.

A best practice approach to organizing files using Categories should include defining a structure before cataloging files. Having a structure that is designed to reflect the content of a catalog makes it easier to catalog new files and assign them to appropriate Categories.

Flat Category Structure

A flat hierarchy may be sufficient if there are a limited number of unrelated Categories, as in the following example:

Hierarchical Category Structure

When a relationship exists between Categories it will probably be more efficient to organize them in a structure that reflects these relationships.

For example a record referencing a picture of the Golden Gate Bridge could belong to any of the following Categories: "San Francisco," "United States," or "California." You could assign this record to each of these Categories or you could build the following Category structure:
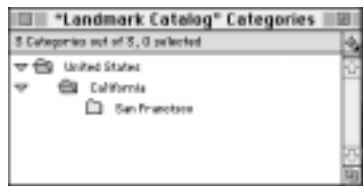
Using this hierarchy it is only necessary to assign the Golden Gate Bridge record to the Category "San Francisco," saving you the time it would take to associate the record to the other Categories in this hierarchy it relates to. It can still be easily found when searching for the broader Categories "United States" and "California."

Relating Hierarchies

In catalogs containing many records it is reasonable to have several hierarchies, each stemming from unrelated terms. Cumulus enables you to broaden the scope of your search by making appropriate relationships between these Category structures. In the following example Related Categories have been created to show a relationship between the Category "Bee" and the Category "Honey." The Categories have been related between the Food and Insect hierarchies to indicate the natural relationship between bees and honey, and to enable Client searches to follow these relationships to expand the scope of a search.
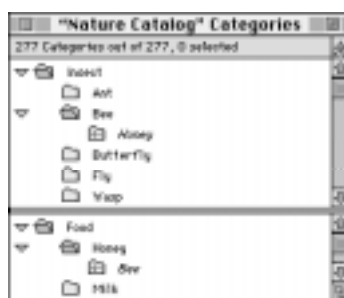
Using the power of Related Categories enables you to find records assigned to "Honey" while searching for "Bee."

Opening the Category Window

Categories are created and managed in the Category Window. The Category structure is ordered alphabetically within each level of the hierarchy. Select *Show Categories* in the Categories menu to open the Category Window.

Status Line

Search Compass

Divider Bar
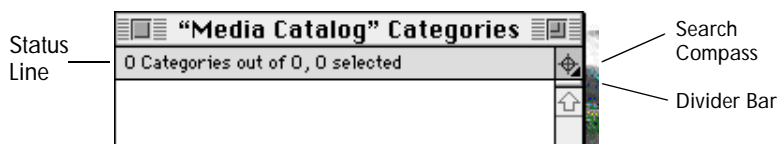
The Status Line displays information about the total number of Categories in the catalog as well as the number that are currently visible and the number that are selected.

A Search Compass in the Category Window visually indicates Category search preferences. You can click the Search Compass to open the Application Preferences dialog and change these parameters.

If you work with extremely large Category structures, a Divider Bar lets you manage lists in smaller sections. With the divider bar you can split your Category structure in two, which adds a scroll bar for each section at the right of the list. A double-click on the divider bar splits the window in half or resets the splitting, depending on the original state of the window.

Creating Categories

There are five ways to create Categories with Cumulus.

- You can derive Categories from a folder structure in the Finder as you catalog files. This is a very simple way to begin using Categories, as it builds on your existing organizational structure of folders in the Mac OS Finder.

- You can manually create Categories, designing a completely original structure where you designate how Categories are nested and named.

- You also can create Related Categories, which work like aliases: you create a Related Category from an existing Category, and move it to a different location in the Category hierarchy.

- If you work with files that contain keywords, for example inserted using the *File Info* item in the Edit menu of Adobe Photoshop, Cumulus optionally reads them and creates appropriate Categories.

- Cumulus creates Categories when you import records that have been assigned to Categories that don't exist in this catalog.

Cumulus also allows you to import a text file as a Category structure, or export a Category structure to a text file. Importing and exporting

Categories can help you merge catalogs or import a structure that you design in a word processor. See "Exporting and Importing" on page 103.

You can restrict a catalog to only contain unique Category names. In this case you will not be able to add a new Category with an existing name but you can find the existing Category with that name by selecting *Show Categories Containing* from the Categories menu.

Finder–derived Categories

When a file is cataloged Cumulus automatically creates a Category structure that matches the nested structure of the folders where the file is stored.

After you catalog files, Finder-derived Categories appear in the Categories structure with a folder-within-a folder icon displayed next to each of them. The Categories are nested just as the respective folders are in the Finder. Cumulus assigns the newly created record to the Finder-derived Category that corresponds to the folder that directly contains the file.

You can change the name, reorder the structure, and delete parts of Finder–derived Category structures while maintaining their relationship to the original volume and folder. When you catalog additional files from the same location, records will be assigned to the proper Finder–derived Categories even if the original names and hierarchy have been changed.

If you wish to add Finder-derived Categories for an existing record, enable the appropriate Cataloging Option and force an update to the record.
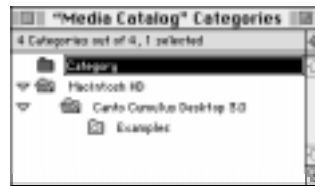
Your Finder-derived Categories might look different than the ones listed here, as they depend on where you stored the files that you cataloged.
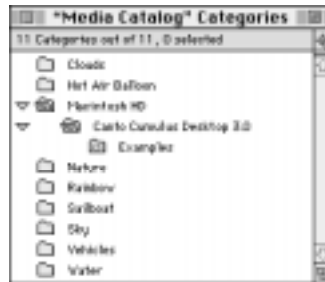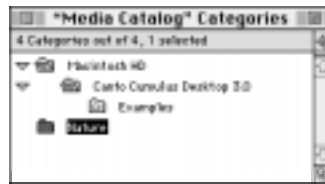
Manually Created Categories

To manually create a Category:

Choose *New Category* from the Categories menu. Cumulus adds the term "Category" to the structure and highlights it.

Type any term you want to use in place of "Category" and press *Enter* or *Return*.

Selecting Categories

You can select one or more Categories simultaneously in the Category Window. To select a single Category, click on it once. To select additional Categories, press the shift key while making additional selections. You can also click and drag with the mouse to select multiple Categories. Use the up and down arrow keys to select the previous and next Category respectively.
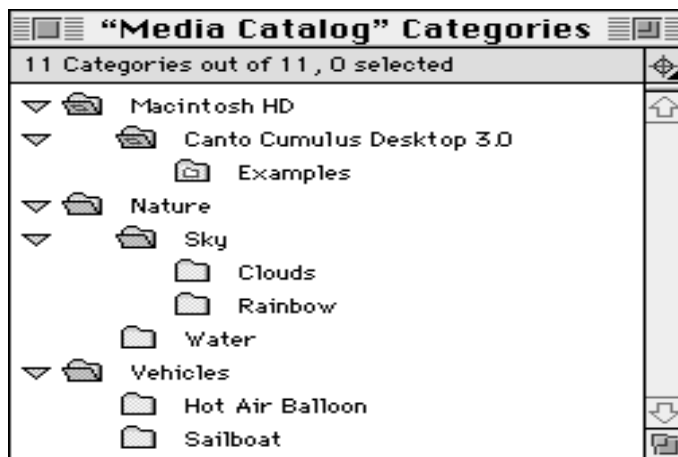
Creating a Category Hierarchy

Cumulus enables you to use drag and drop to arrange your Categories in the desired hierarchy.

If you accidentally start dragging a Category or decide not make any changes, drag it to the title bar and release the mouse button. The Category structure will not be changed.

To move a Category to the top of the structure, simply drag it to a white area inside the Category Window and release. The Category will be placed at the highest level of the hierarchy.

You can expand and collapse Categories automatically during drag and drop. While dragging simply hold the mouse over a Category that has sub-Categories for more than a second to collapse or expand it.

Related Categories

Related Categories work like aliases: you create a related Category from an existing Category, and move it to another location in the hierarchy.

Take the Category "Water" from our example. Perhaps you would like to link places to go sailing with your Category "Sailboat." You can create a Related Category "Water" under the Category "Sailboat" in your hierarchy. If you use a Related Category, your Water records are assigned to a single "Water" Category and are easily found using either Category.

Related Categories help you broaden the scope of Category searches in your catalog and can dramatically improve the searching capabilities and clarify catalog's contents for clients.

To create a Related Category:

1   In the Category Window select a Category from which you want to make a Related Category.

2   Choose *Make Related Category* from the Categories menu. The related Category appears under the original.

3   Drag the Related Category to its new location in the Category structure.

You may rename the Related Category without affecting the relationship to the original Category.
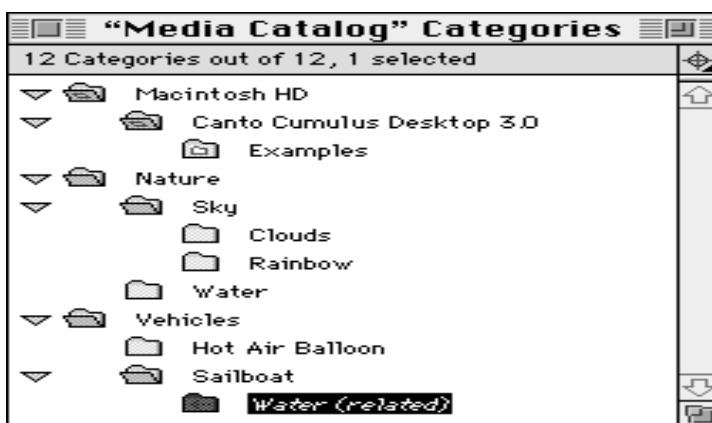
Show Original Category

If you would like to see which Category a Related Category was created from select the Related Category and choose *Show Original Category* from the Categories menu. Cumulus will select and display the original Category for you.

Show Related Categories

If you want to see all Categories related to a Category select the Category and choose *Show Related Categories* from the Categories menu. Cumulus will select all Categories that are related to the selected Category and display them in the Category Window.

Show Categories Containing

To find all Categories that contain a text string select *Show Categories Containing* from the Categories menu. Cumulus will select the matching Categories for you.

Expand and Collapse Categories

Cumulus allows you to show or hide sub-Categories in the Category Window just like the Finder does for sub-folders in a list view. A triangle to the left of a Category indicates whether the Category's sub-Categories are visible (expanded) or not (collapsed).

Click the triangle to collapse or expand a Category.

Select *Collapse* from the Categories menu to collapse selected Categories. Select *Collapse All* from the Categories menu to collapse all Categories.

Select *Expand* from the Categories menu to expand selected Categories. Select *Expand All* from the Categories menu to expand all Categories.

Holding down the option key while collapsing or expanding also collapses or expands all sub-Categories.

Categories also toggle between the expanded and collapsed state if you hold a dragged object over them for more than a second.

Deleting Categories

Categories can be deleted from a Category structure by selecting them and pressing the delete key. Confirm the dialog that appears to proceed. This will remove all selected Categories, their sub-Categories, and their Related Categories from the Category structure, and will also remove these Categories from the records that had been assigned to the deleted Categories.

You can also drag a Category to the Trash icon in the Finder to delete it.

Deleting a Category from the Category Window cannot be undone.

If you wish to delete a large Category structure, collapse the structure so that only the highest level term that you wish to delete is visible. Cumulus deletes collapsed Categories more quickly.

Assigning Records to Categories

Once you have created a clear Category structure that meets the needs of your workgroup, you will want to assign records to appropriate Categories. Cumulus offers many ways to do this:

When Cataloging

While cataloging files, records can be assigned to Categories by:

- entering Categories in the Cataloging Options. All cataloged files will have their records assigned to these Categories.

- dragging files or folders onto a Category in the Category Window. This will assign the new records to the indicated Category, in addition to any other Categories automatically assigned as above.

- including keywords in the original file, for example by inserting keywords into files using the *File Info* item in the Edit menu of Adobe Photoshop.

From the Catalog Window

From the Catalog Window, the method depends on how many records and how many Categories are involved:

- To assign a single record to several Categories, select the Categories of interest and drag them onto the record in the Catalog Window.

- To assign several records to a single Category, select the records in the Catalog Window and drag them onto the Category of interest in the Category Window.

From the Record Information Window

From the Record Information Window, you can assign Categories using drag and drop:

- Drag the thumbnail in the Record Information Window to a single Category.

- Drag one or more Categories from the Category Window to the Category list of the Record Information Window.

- Drag Categories from one Record Information Window to another when they belong to the same catalog.

For more information about Categories and the Record Information Window see "Categories" on page 70.

Finding Records

Cumulus lets you search for records using powerful yet easy to use search capabilities. Searching can be as easy as double-clicking a Category, using the Find Window, or simply browsing the Catalog Window.

The Catalog Window shows either all records of the catalog or the result of the latest search. Searches can be performed in the current collection or in the entire catalog. By progressively narrowing searches, Cumulus allows you to quickly reduce the number of records to a group that can be visually browsed.

Category Window Search

The easiest way to find records in your catalog is to use Categories. A well-designed Category structure allows you to quickly see all records that are assigned to Categories. To use the Category Window for searches select *Show Categories* from the Categories menu. The Category Window appears:
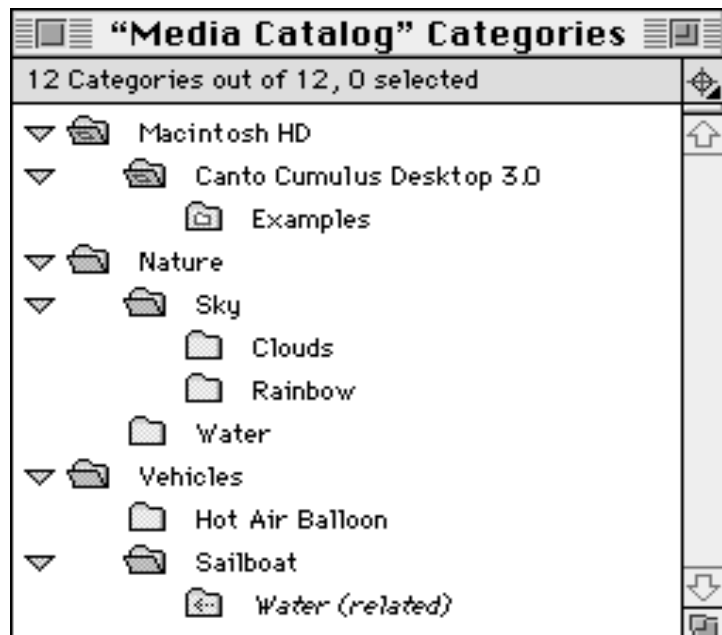
Single Category Search

To search for records matching a single Category:

1   Select the Category of interest.

2   Select *Find Matching Records* from the Categories menu.

3   The Catalog Window is placed directly behind the Category
     Window displaying the resulting records.

*Instead of using the menu command you can also double-click the
Category or press cmd-down arrow to perform the search.*

The keyboard short cut *cmd-opt-down arrow* and *cmd-opt-up arrow*
will browse down or up the Category structure and perform the
search in one step. This way you can quickly browse through the
Category structure and see the matching records immediately in the
Catalog Window.

Category Search Preferences

The Search Compass in the Category Window visually indicates the
current Category search parameters, which users define in Search
Preferences. Click the Search Compass to open the Application
Preferences dialog and change these parameters.
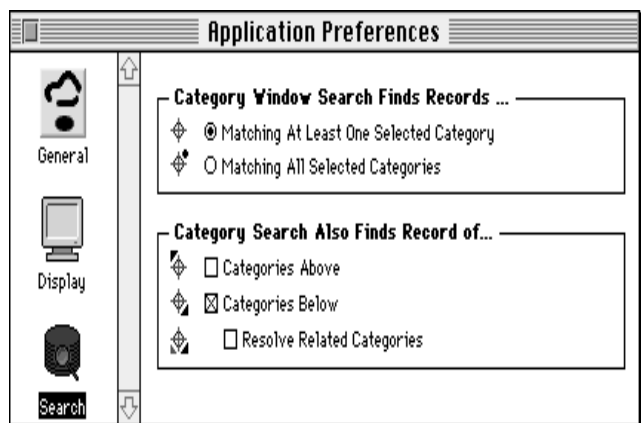
The Search Compass shows the current Category search preferences in a symbolic way. Following is a list of search preferences and how they work. We have illustrated each setting using our example Category structure, see "The Category Window" on page 76.

Category searches always start by finding the records that are directly assigned to the Category you select. By changing the search preferences you can broaden the search.

The simple cross-hair indicates that Cumulus will find only records that are assigned directly to the selected Category. This setting indicates that no options are selected in the Category Search Also Finds Records of Search preference.

An arrow to the lower right-hand corner indicates that you will also find records that are assigned to sub-Categories of the searched Category. This is the default Category search behavior.

A gray arrow to the lower left-hand corner causes to resolve Related Categories when performing the search. Cumulus will then also find records that are assigned to the original of a related sub-Category or to sub-Categories of the original.

An arrow to the upper left-hand corner indicates that the search will also find records that are assigned to broader Categories of the searched Category. Selecting this option will also find records assigned to every Category above the selection in the hierarchy to the top level.

Multiple Category Search

A Category Window search can be performed on several selected Categories. Depending on the Search Preferences setup, Cumulus will find all records assigned to any of the selected Categories or only records that are assigned to all selected Categories.

A bullet in the upper right-hand corner indicates that searching for multiple Categories finds records that are assigned to all selected Categories.

Find Window Search

The Find Window lets you build search queries that consist of one or more conditions. Once you have composed your query, simply click a button to perform the search. The Catalog Window will display all matching records.

Opening the Find Window

To open the Find Window of a catalog, select *Find* from the Find menu. The Find Window appears:
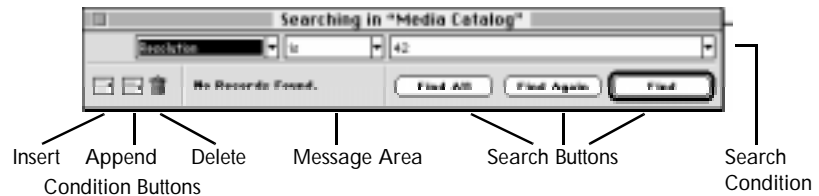
Cumulus opens the Find Window which shows the last search query you used for the given catalog.

The upper part of the window contains the search condition(s).

The bottom of the window contains buttons which will insert or append a new search condition, or delete the condition that contains the selection.

Modifying a Condition

To change the contents of a search condition type into the text fields. A triangle to the right of a text field indicates that you can pick from a list instead of typing. Click on the triangle and select an item from a pop-up list. If you prefer, type one or more letters then move to the next field in the Find Window. Cumulus will select the entry from the pop-up list that best matches your typing.

You can also pick an item from a list using the keyboard. Press cmd-down arrow while in the text field to open a list, navigate using the up and down arrow keys and select an entry pressing return. To close the list without selecting an entry just press cmd-period or tab.

To navigate through the text fields press the tab key or click with the mouse. To navigate backwards press shift-tab.

Criteria   Operator   Value

Building a Query

You can search for records matching any of the Criteria listed in the pop-up list of the Find Window. See "The Record Information Window" on page 68 for information about the record fields and their contents that can be used as the search criteria.
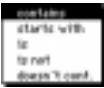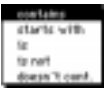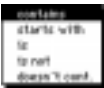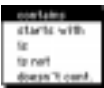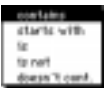

A good way to use the Find Window is to select a Criteria, select the desired Operation, and then drag a record into the Value field. Cumulus will enter the relevant record information in the Value field from the record you drag to the Find Window.

Details for all possible searches are shown in the table below:

Find Window Searches

Criteria	Operation	Value
Image Name		Full text search within the field; case insensitive.
File Type		Select a four-letter File Type code from the pop-up menu.
Color Mode		Select: *Line Art*, *Grayscale* or *Color* from the pop-up menu.
Resolution		Numeric value, search for resolution in dots per inch (dpi).
File Size		Enter numbers directly in bytes type "KB" for kilobytes, type "MB" for megabytes.
Modification Date		The Cumulus record modification date. Type in a date like "11/4/96."
Creation Date		The creation date of the file in the Finder. Type in a date like "11/4/96."

Find Window Searches

Criteria	Operation	Value
Volume Name	*[pop-up: contains, starts with, is, is not, doesn't cont.]*	Full text search within the field; case insensitive.
File Name	*[pop-up: contains, starts with, is, is not, doesn't cont.]*	Full text search within the field; case insensitive.
Folder Name	*[pop-up: contains, starts with, is, is not, doesn't cont.]*	Type the full or partial name of a folder as you see it in the Finder; case insensitive.
User Name	*[pop-up: contains, starts with, is, is not, doesn't cont.]*	Full text search within the field; case insensitive.
Status	*[pop-up: is, is not]*	Pick a status from the pop-up list.
Thumbnail	*[pop-up: similar to, not similar to]*	A similarity search, comparing brightness and contrast with a loose tolerance.
Category	*[pop-up: contains, starts with, is, is not, doesn't cont.]*	Enter a Category name or drag a Category or a record (takes the first Category) from anywhere you see it in Cumulus. If your Category structure includes duplicate Category names, you should drag and drop a Category rather than typing its names. The search scope is affected by Search Preferences. Allows full text searches using partial Category names.
Notes	*[pop-up: contains, doesn't cont.]*	Full text search on single or partial words.

Simple Search

Simple searches contain only one condition. Use the *Find* button to find records in the entire catalog that match the condition. You can apply simple searches in succession clicking the *Find Again* button to narrow down the number of records until they can be easily browsed.

To search in all records of your catalog select *Find* from the Find menu or click the *Find* button in the Find Window. Cumulus displays the number of records found in the message area of the Find Window. The Catalog Window now contains the records that match your query.

To search only in the records that are currently contained in the Catalog Window select *Find Again* from the Find menu or click the *Find Again* button in the Find Window.

You can reset the Catalog Window to contain all records in the catalog by selecting *Find All* from the Find menu or clicking the *Find All* button in the Find Window.

Compound Search

Compound searches consist of several conditions combined together. You might combine conditions to narrow or broaden your search.

These queries are evaluated by Cumulus from the top down. Cumulus searches for the first condition, combines the result with the second, combines that result with the third, and so on.

The conditions are linked together using either *and* or *or*.

Using *and* will find records that match both conditions effectively narrowing a search. Using *or* will find records that match at least one condition broadening a search.

To insert a new empty condition before the currently selected one choose *Insert Condition* from the Find menu or click the *Insert* button.

To append a new empty condition after the currently selected one select *Append Condition* from the Find menu or click the *Append* button.

To append a copy after the currently selected condition, select *Duplicate Condition* from the Find menu.

To delete the currently selected condition select *Delete Condition* from the Find menu or click the trash can icon in the Find Window.

To reset the Find Window select *Delete All* from the Find menu. This deletes all conditions and leaves an empty condition at the top. You can also hold down the option key while clicking the trash can icon in the Find Window to delete all conditions.

Saving Search Queries

You can save a search query from the Find Window to a text file by selecting *Save Query* from the Find menu. To load back a saved query select *Load Query* from the Find menu and open the query text file. This will replace the current query with the query from the text file.

Searching Strategies

There are two basic strategies to reducing the number of records contained in the Catalog Window to a number that can be easily browsed. You can either perform single searches consecutively by searching within the last result or you can set up a compound search query consisting of several conditions.

Typically, you start by searching through the entire catalog.

Imagine that you are looking for a file but can only remember that it was part of a proposal that you worked on last January. You could start by searching for records whose Image Name contains "proposal" in a simple search query.

You might find that you have 827 records that include the term "proposal" in your catalog. You need to narrow down your search.

You remember that you did the work sometime in January. Cumulus offers two choices for narrowing the search:

You could change the condition in the Find Window to search for "Creation Date after 1/1/96" and click *Find Again*.

Cumulus shows you that there are 25 proposals since January and you quickly browse and recognize the proposal you are looking for.

Instead of using consecutive simple searches you could compose a compound search by adding a second condition to your first search in the Find Window. Click the *Insert* or *Append* button and enter the new criteria. Select *and* to join the two conditions as you want them both to apply. Click *Find* rather than *Find Again* to search for records matching both conditions.

Both searches produce the same result. However, if you change your mind you can modify the compound search query and try again, whereas it is not possible to return to a previous search result when you have searched using *Find Again*. You can save and load any query for later use.

Cataloging Files

This section describes how to add files to a catalog. You can add single files, folders, or entire volumes to a Cumulus catalog. There are two basic ways to catalog files in Cumulus. You can:

- Drag and drop files, folders, or entire volumes into the Catalog Window or onto Categories in the Category Window.

- Select the *Catalog* command from the Record menu.

Cumulus offers a variety of options to customize the way files are cataloged.

Cumulus will catalog each file, provided there is an appropriate File Filter installed.

Drag and Drop Cataloging

If you use System 7.5 or later, or installed the Mac OS Drag and Drop software for System 7.1, you can use drag and drop to add files, folders, or volumes to a Cumulus catalog.

In the Finder, select the items you want to catalog.

There are three possible ways to drag and drop items to a Cumulus catalog:

- Drag your selection to the Catalog Window of Cumulus. When a gray frame appears inside the window, release the mouse button.
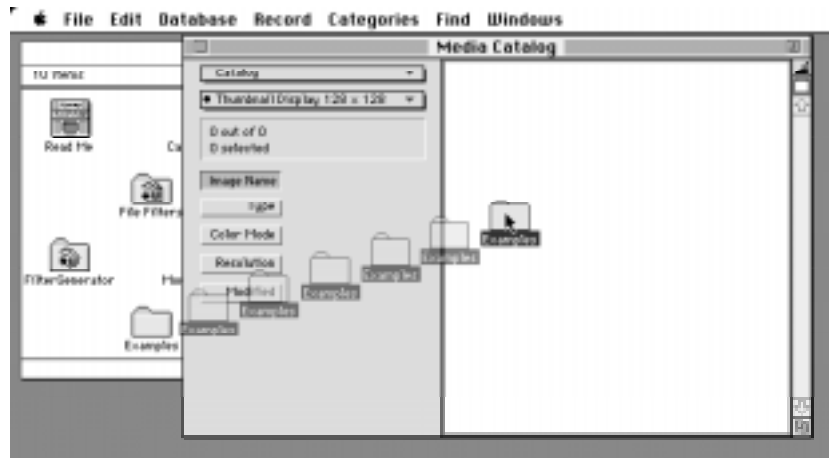
- Drag your selection to a Category in the Category Window of Cumulus to add the files to the catalog and assign the Category automatically. When a gray frame appears around the Category, release the mouse button.
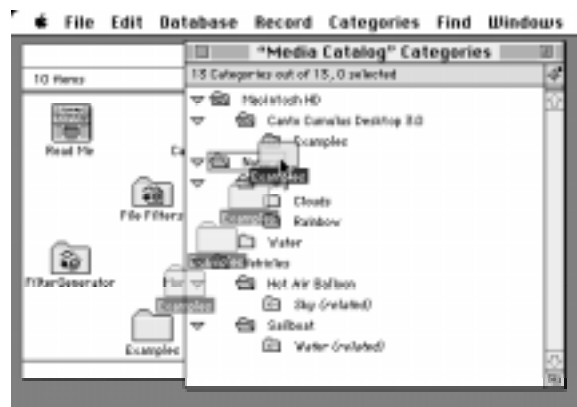
For more information about Categories and how they can help you structure your catalog see "The Category Window" on page 76.

- You can also drag your selection onto the Cumulus Client application icon. Cumulus will add new records for each cataloged

file to the frontmost catalog. Cumulus prompts you to open a catalog if none is already open.

Cataloging Using the Record Menu

To catalog a file, folder, or volume with the Record menu:

1   Open a catalog.

2   Choose *Catalog* from the Record menu. Cumulus displays a standard Open File dialog.

3   Select the file, folder, or volume that you want to catalog.

    Click *Catalog*. Cumulus will parse any folder or volume and add a record for each cataloged file to the catalog.

Working With Records

Each file managed by Cumulus is represented by a record in the Cumulus catalog. You can see most information Cumulus keeps about a file by opening the Record Information Window, see "The Record Information Window" on page 68.

You can add new records to a catalog by cataloging files, importing records from a text file, or copying them from another catalog.

Typical tasks like updating a record, checking the file reference to the original file, and deleting records are initiated from the Catalog Window by selecting the corresponding records and choosing a menu command. You can also perform these tasks from the Record Information Window.

Updating Records

If a file has been modified after the file was cataloged, you may want to update its record in the catalog. This updates the record's thumbnail and any other static record information. User modifiable information like Notes and Image Name (see page 68) will not be updated.

To update a record, you must have access to the original file.

To update one or more records:

1   In the Catalog Window, select the record(s) you want to update.

2   Choose *Update* from the Record menu.

    Cumulus creates a new thumbnail and updates other static record information if the file has been changed. Cumulus notifies you if the original file is inaccessible or has not been changed.

You can also use the cataloging function of Cumulus to update records, by setting Cumulus to Update Only or Add and Update.

If you want to update a record that is already up-to-date with the file you can force an update of the record. To do this, press the option key and choose *Force Update* from the Record menu. Pressing the option key toggles the *Update* command in the Record menu to *Force Update*. You can force Cumulus to update records for files that have not been

modified to recapture the thumbnail after changing the "Thumbnail" Cataloging Options.

To capture Notes from a file if the record already exists, either delete the record and catalog again, or catalog the record a second time to capture notes or other setup information from the file.

☞ *Two of the records you have cataloged from our Examples folder have stored thumbnails that are smaller than the default thumbnail size of the catalog because the files contain a smaller thumbnail. To get a full size thumbnail please set the Create Thumbnail option to Entire Image and force an update of the two records.*

Checking File References

If a file has been moved or renamed after the file was cataloged, you may want to update the file reference that Cumulus uses to locate the file. Keeping this file reference up to date is very important to be able to work with the original file from within a Cumulus catalog, see "Working with Files" on page 105.

When working with the original file Cumulus resolves the file reference based on the preferences you've selected. Cumulus is normally able to resolve a file reference even if you have renamed the file or moved it to another folder on the same volume. Using the Extensive Search option Cumulus is even able to resolve the reference if the file has been moved to another volume.

To check the file reference for one or more records:

1   In the Catalog Window, select the record(s) you want to check.

2   Choose *Check File Reference* from the Record menu.

Cumulus resolves the file reference(s) according to the preferred method chosen in the Application Preferences and updates it in case it has changed. If the original file can not be found Cumulus displays a dialog that allows you to locate the file manually:
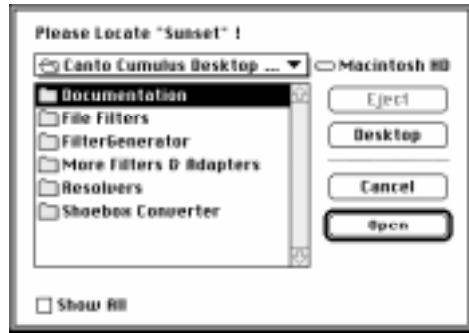
Click the *Skip* button to skip this file and proceed checking the file reference of the next selected record.

Activate *Show All* to display all types of files in the list. Otherwise Cumulus will only show files of the same type as the file that is searched.

By switching to the Administration view of the Catalog Window before selecting the menu item you have the ability to redirect all file references from one folder to another in one step. If you have moved many files and would like to update all references to them, you should use the menu command from the Administration view.

Exporting and Importing

Cumulus can export records and Categories to text files which can be imported into other catalogs. These operations can be helpful if merging many records to one catalog or exchanging record data with other applications.

1   To export records bring the Catalog Window to front.

     To export Categories select *Show Categories* from the Categories menu.

2   Select the records or Categories you wish to export in the usual way. If you make no selection Cumulus will export all records or Categories.

3   Use the *Export* command from the File menu to export records or Categories. Choose a name and location for the export file.

Select *Import* from the File menu while in the Catalog Window or Category Window to import records or Categories respectively.

!   *Be sure to import the Categories before you import records that are assigned to them to preserve the Category structure.*

▶   *Cumulus can copy records and Categories from one catalog to the other using drag and drop. This can accomplish the same results as exporting and importing with fewer steps.*

Deleting Records

To delete one or more records:

1 Select the record(s) you want to delete.

2 Either choose *Delete* from the Record menu, press the delete key or drag the records to the trash in the Finder.

Cumulus asks you to confirm that you want to delete the selected records. You can suppress the dialog by holding down the option key.

3 Check the *Also delete image file* box if you are sure you want to permanently delete the original files of the selected records.

4 Click *Delete* to delete the records.

You can also delete records by dragging them to the Trash icon in the Finder.

Use the option to delete the files along with the record with caution – you cannot undo this action.

If you accidentally deleted some records you can recover them. If you choose to delete the files along with the records, the records are not recoverable.

Working with Files

Cumulus provides an important ability to initiate actions on all files managed by a catalog. Not only can you organize and find information about files in a Cumulus record, but you can also use Cumulus to deliver files to applications or give clients access to files exactly when they need them.

This section describes the Cumulus functions that allow you to manipulate the original files Cumulus manages. Each of these functions require that you have access to the original file.

The functions include the following:

- Drag and drop to applications
- Copy the file
- Move the file
- Preview the file contents
- Find the file in the Finder
- Open the file with the creating application in which it was created or another application
- Print the file with the application in which it was created or another application

The following sections describe how to perform these tasks.

Drag and Drop

Cumulus can provide files directly to many different applications that support dragging and dropping files from the MacOS Finder. Other applications support this feature after you install a Cumulus Adapter.

Copying Files

You can use Cumulus to copy files that are managed by a catalog to any location of your choice. This copies the file. The file reference in the record is left unchanged.

There are five ways to copy files in Cumulus:

• Drag records from the Catalog Window to the Finder. This will copy all files referenced by the records to the drop location.

• Drag the thumbnail in a Record Information Window to the Finder. This will copy the corresponding file to the drop location.

• Drag a Category (or multiple Categories) to the Finder. Cumulus will create a folder in the Finder with the same name as the Category and copy the files of records assigned to the Categories to the folder.

• Select the records in the Catalog Window and choose *Copy Image File* from the Record menu. For each selected record, Cumulus displays a standard file saving dialog. Choose a name and location for the file and click *Save.* To copy multiple files to the same folder, select the folder and click *Save All.*

• When in the Record Information Window select *Copy Image File* from the Record menu. Cumulus displays a standard file saving dialog. Choose a name and location for the file and click *Save.*

Please note that the Finder cannot manage large numbers of files in one folder very well. If you select many records and drag them to one location, you could experience slow performance. We recommend that you keep no more than 500 files in any one folder.

Moving Files

Cumulus allows you to move files to new locations. This copies the file to the new location and deletes the file in the original location. Using the *Move Image File* command updates the file references for each record to reflect the new locations.

To move files:

1   In the Catalog Window, select the record corresponding to the file you want to move.

2   Choose *Move Image File* from the Record menu.

    For each selected record, Cumulus displays a standard file saving dialog.

3   Choose a name and location for the file and click *Save*. To move multiple files to the same folder, select the folder and click *Save All*.

Please note that the Finder cannot manage large numbers of files in one folder very well. If you select many records and drag them to one location, you could experience slow performance. We recommend that you keep no more than 500 files in any one folder.

Previewing Files

Cumulus allows you to preview any cataloged file. Cumulus shows the preview in a separate window. To create a preview, the corresponding File Filter for the file has to be installed. Preview size and calibration can be chosen in the "Display Preferences". The preview is shown in one of the following four ways, depending on its file type:

- Pixel image

  This kind of preview is created for pixel-oriented original files like TIFF or JPEG. You can zoom in and out and make a selection to copy it to the clipboard. The preview can be displayed calibrated if the file contains a ColorSync profile.

  By copying a part of a full-size preview and pasting it into the thumbnail of the corresponding record, you can create a custom thumbnail that shows the part of the image that is most significant.

  For pixel images Cumulus may also show a calibrated preview using ColorSync.

- Picture

  This kind of preview is generated for PICT and EPSF files. You may zoom in and out to see more or less detail in these files. You can copy the entire picture by choosing *Copy* from the Edit menu.

- Movie

  This preview is created for QuickTime movies, QuickTime VR scenes, and sound files that are supported by QuickTime. Cumulus uses the usual QuickTime movie control to play the movie. You can copy parts of a movie and paste your selection into another application for editing.

- QuickDraw 3D Model

  When you preview 3D models, the File Filter creates previews that let you manipulate the file using QuickDraw 3D browser buttons. You can drag the model out of the preview window and drop it in other QuickDraw 3D compatible software.

Zoom In and Zoom Out

Select *Zoom In* from the Edit menu to enlarge the preview in the window. Select *Zoom Out* to reduce the view in the window.

Finding Files in the Finder

Cumulus can locate and select files in the Finder. This lets you easily find files without manually navigating through the folder structure in the Finder. It requires your original file to be accessible from your workstation.

To go to a file:

1   In the Catalog Window, select the record corresponding to the file you want to find.

2   Choose *Find Image File* from the Record menu.

Cumulus locates the original file for the selected record. Cumulus then switches to the Finder and brings the selected file into view.

!   *Due to a limitation of the Finder Cumulus will only display several files simultaneously if they are located in a single Finder window. When you select multiple records that are in different locations, Cumulus will only show you the location of the last file selected.*

▶   *When in the Record Information Window you can use a pop-up item to find not only the file of the record but also any of the folders that contain the file. See "File Path Pop-up" on page 75 for more information.*

Opening Files

Cumulus allows you to open files that you have selected in Cumulus. You can choose between the application that created the file and other applications of your choice.

The Edit Image File sub-menu of the Record menu lists the creating application at the top and the last 5 previously chosen applications.

To open original files:

1   In the Catalog Window, select the record(s) for the file(s) you want to open.

2   From the Edit Image File sub-menu of the Record menu, select the application you want to use to open the file(s).

To use an application that is not listed, choose Other from this menu. Cumulus will display a File Open dialog where you can locate the application. This application will then be added to the sub-menu.

Provided that the files are accessible, Cumulus launches the selected application which then opens the file(s).

Printing Files

Cumulus allows you to print original files with an appropriate application of your choice. This can be the application that created the files or a different application you select.

The Print Image File sub-menu of the Record menu lists the creating application at the top and then the 5 most recently selected alternative applications.

To print original files:

1   In the Catalog Window, select the record corresponding to the file you want to print.

2   From the Print Image File sub-menu of the Record menu, select the application you want to use to print the file.

To use an application that is not listed, choose Other from this menu. Cumulus will display a File Open dialog where you can locate the application. This application will then be added to the sub-menu.

Provided that the files are accessible, Cumulus launches the selected application which then prints the files.

Glossary

Glossary

This Glossary offers an alphabetical listing of terms and phrases used throughout this manual.

Glossary

*.cce

See *Cumulus Category Exchange File.*

*.ccf

See *Cumulus Catalog File.*

*.cqe

See *Cumulus Query Exchange File.*

*.cre

See *Cumulus Record Exchange File.*

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 actual process by which a user adds an asset to a catalog. See also *Asset*.

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. See also *Category pane* and *Record pane*.

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. Displays category and record names in a hierarchical list. Categories serve as the organizational backbone of a Cumulus catalog.

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.

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 Client User Guides

Companion manuals to this user guide describing Cumulus Client procedures and functions for Windows and Mac OS clients.

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.

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 Multi-Ad web site (http://www.cumulus.multi-ad.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 almost 1.08 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

See *Cumulus Record Exchange File.*

Record pane

Located on the right side of 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 Clients 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.

Index

A

Add and Update 100
Adobe
 Photoshop 79, 86
Also delete image file 104
Append Condition 95
AppleTalk
 zone 61
Application Preferences
 displaying 35
Application Preferences dialog box
 displaying with Search Compass
   35
assets 22

B

Browsing buttons 75
buttons on toolbar 29

C

Catalog 99
 selecting records 63
 window 63
Catalog window 28
 Category pane 37, 39
 modifying 28
 Record pane 29
Cataloging
 drag and drop 97
 files 97
catalogs 23
 converting from previous release
   17
 sorting records 34
Categories 70, 71

arranging 82
assigning records 85, 98
collapsing 84
creating 79
deleting 85
expanding 84
exporting 103
Finder-derived 80
finding 71, 84
flat structure 77
hierarchical structure 77
hierarchy 82
importing 103
manually creating 81
original 84
related 78, 83, 84
removing a record 72
renaming 81
search compass 79
searching records 87, 88, 93
selecting 82
structure 76
window 76, 78
categories 23, 28, 37, 39
 collapsing the display 38
 displaying records 38, 39
 expanding the display 38
 popup menu for 38
 printing information 54
 searching by 46
Category pane 37, 39
 changing size 28
 using 37, 39
Category Popup menu
 as shortcut to Category menu 38
 using 38
Category popup menu 38
Category Search Also Finds Records 89
Category Status 36
Check File Reference 101
clients
 installing on Macintosh 16
Closing
 Record Information Window 75
Collapse 84
Collapse All 84
Color Mode 69, 92

T

terms, defined 114
The 37, 39
Thumbnail 73
    copying 73
    optimizing 73
    replacing 73
    rotating 73
    searching 93
    updating 101
thumbnails 29
    optimizing appearance 29
    printing 51
    searching by 46
toolbar 29
    buttons 25
    hiding 25
    moving 25
    using 25
Type 69
Type Specific Information 74

U

uninstalling 15
Update 100
Update Only 100
Updating
    file reference 101
    records 100
    thumbnail 101
User Name 70, 93
user name
    searching by 46
User permissions 61

V

Volume Name 92
volume name, searching by 46

W

Width 69

Z

Zoom In 109
Zoom Out 109