# SoundZ For Windows <sup>tm</sup>
## Version 2.14
### 'The ULTIMATE Audio Librarian'

## From Unicorn Software Limited

Created By:
Charles P. Schell IV

Unicorn Software Limited is a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the Shareware principle works for you. If you are unable to resolve a Shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536

LICENSE AGREEMENT

SoundZ is a "Shareware program" and is provided at no charge to the user for evaluation. Feel free to share it with your friends, but SoundZ must be distributed in unmodified, complete form, including this Reference Guide and License Agreement. Also, SoundZ may not be distributed in conjunction with any other product. The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products. If you find this program useful and find that you are using SoundZ and continue to use SoundZ after a reasonable trial period, you must make a registration payment of $44.95 to Unicorn Software Limited, P.O. Box 117 Knob Noster, MO 65336-0117. Or you can use your MC, Visa, AmEx, or Discover by calling the PsL at 800-242-4775 or 713-524-6394 or by FAX to 713-524-6398. These numbers are for ordering only! See REGISTER.WRI for other ordering options. For information about dealer pricing, site licensing, shipping of product, returns, latest version number or technical support call 816-429-3558 or write to Unicorn Software Ltd. directly.

The $29.95 registration fee will license one copy for use on any one computer at any one time. You must treat this software just like a book. An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another. Just as a book cannot be read by two different persons at the same time.

The SoundZ cataloging program is protected by United States Copyright Law and International Treaty provisions. All rights are reserved. Non-registered users of SoundZ are licensed only to use the program on a trial basis for the sole purpose of determining whether or not it meets their requirements. All other use requires registration.

Commercial users of SoundZ must register and pay for their copies of SoundZ within 30 days of first use or their license is withdrawn. Site-License arrangements may be made by contacting Unicorn Software Limited.

You are encouraged to pass a copy of SoundZ along to your friends for evaluation. Please encourage them to register their copy if they find it useful.

All Registered Users receive the latest version; Printed and bound manual; FREE phone, mail, and BBS technical support; discounts & free offers from several computer services mail notification of all major upgrades & new programs; FREE Upgrades for the price of postage and handling; and another one of Unicorn's Shareware programs to try.

WARRANTY

Unicorn Software Limited makes no warranty of any kind, express or implied, including without limitation, any warranties of merchantability and/or fitness for a particular purpose. Unicorn Software Limited shall not be liable for any damages, whether direct, indirect, special or consequential arising from a failure of this program to operate in the manner desired by the user. Unicorn Software Limited shall not be liable for any damage to data or property which may be caused directly or indirectly by use of the program.

IN NO EVENT WILL UNICORN SOFTWARE LIMITED BE LIABLE FOR ANY DAMAGES, INCLUDING ANY LOST PROFITS, LOST SAVINGS OR OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF YOUR USE OR INABILITY TO USE THE PROGRAM, OR FOR ANY CLAIM BY ANY OTHER PARTY.

The License Agreement and Warranty shall be construed, interpreted and governed by the laws of the state of Indiana.

# Contents

Unicorn Software Support Conferences & Distribution BBSs

# Introduction

This on disk manual is intended to get you up and running with SoundZ as quickly as possible. It documents every feature of the program, but it has been abbreviated for brevity. It assumes that you are somewhat familiar with the operation of Windows and Windows programs, so it does not dwell on selection of icon bars, push buttons, mouse cursors, etc.

The printed manual that you will receive when you register is more in-depth and provides a greater scope of operations of the program.

# Features

The program that not only computer enthusiasts but music collectors call "The BeZt"! SoundZ was designed for audiophiles who have multiple formats for their collections (Cassettes, CDs, Albums, Laser Discs, Reel To Reels, etc). It is more in depth than ANY of the other audio program, which is why it is called the ULTIMATE Audio Cataloger. So, if you need more than a basic catalog SoundZ is the program for you! Just a few of the features:

Standard entries for Title, Artist , Reference Number, Category, Price/Value, Date of Purchase, Date of Origin, UNLIMITED number of songs per side (with separate notes entries for each tune!), a Liner NoteZ field of up to 5000 lines, PLUS three User Defined Fields and two user defined U Boxes. (The names the User assigns to these fields are used on all screens and in print outs). Up to 25,000,000 entries possible per data file, with unlimited data files!

User can define two audio formats used by the program, in addition to the stock formats for Album, Cassette, and CD.

Totals the times of entries and then adds a Continuation line with the total time.

The choice of obtaining Print Outs for all data or a Criteria. Criteria selections for any and all fields or combination.

Print Outs available: An abbreviated listing, full catalog, 3X5 and Rolodex Cards, Audio side labels (regular Avery audio labels), J Card style case inserts (with cut out lines), Liner NoteZ, Standard Labels, and Statistical and Monetary reports. A Custom List option that allows the User to pick and choose items to include in print out. All output can be viewed, printed or written to an RTF file.

Tune List option that prints out Tune (Including notes about the tune), Title, Reference Number and Artist for every tape in the data file (or Criteria).

Liner NoteZ for storage of additional information.

Ability to store a bitmap image with each entry and have the program do slide show of those bitmaps.

Close Nuf' feature that allows partial 'wildcard' style entries to be used for Criteria, Change, Delete, and View and Print options.

ZideCar option that lets the user select songs to fill in on the end of an existing tape (i.e. You need a song less than 2:30 by The Rolling Stones to finish off a tape.) Or Build a tape from scratch, based on the music already in SoundZ, and then uses the data to create a new SoundZ entry, so you don't have to type everything in twice.

# Getting Started

SETUP will place the following program files in a sub directory:

DBFRES.DLL
S1959.RET
S1960.RET
S2020.RET
S4166.RET
S4168.RET
S5198.RET
S5385.RET
S5388.RET
SDZCAT.RET
SDZBOX.RET
SDZLIST.RET
SDZSNM.RET
SOUNDZ.KAT
SOUNDZ.EXE
SOUNDZ.FIL
SOUNDZ.OVR
SOUNDZ2.OVR
SOUNDZ3.OVR
SOUNDZ4.OVR
SOUNDZ5.OVR
SOUNDZ6.OVR
SOUNDZ7.OVR
SOUNDZ8.OVR
SOUNDZ.HLP
SOUNDZ.BMP
STUNES.RET
STUNES2.RET
STUNES3.RET
BLANK.BMP
SAMPLE.SDZ*
SAMPLE.DBT*
SAMPLE.NDX*
{AMPLE.TIM*
{AMPLE.NDX*
UNICORN.FMT

It will also place the following documents there:

COMMENT.WRI*
PACKING.LST*
REGISTER.WRI*
UPGRADE.WRI*

These files are used by CA-RET, if you already have another Unicorn Windows program or do not plan on using ANY of the print out options, you do not need these and they can be deleted.

CARETRUN.EXE
CARET.HLP
CARET$.DAT
CARET.DOT
COMMDLG.DLL
DDEML.DLL
QELIB.DLL
QEUTIL.DLL
QLDBF.DLL
RETLOGO.DLL
(* Can be deleted later, if you desire, with no ill effects)

Select the SoundZ icon to start the program.

Once the program starts you will be presented with a typical Windows file box.

This allows to select you to create a SoundZ data file for use. All SoundZ data files have the extension SDZ.

If the desired location is on a different drive, select the drive you want from the Drives box.

In the Directories box, double-click the directory you want.

Or press the UP ARROW or DOWN ARROW key to select the directory, and then press ENTER. The current directory will initially be the same directory as SoundZ.

In the File Name box: Enter the name of the data file you want to create and hit the OK button. The program will create the file and then enter the menuing system.

# A few definitions....

The following words are used throughout this manual and the program, here are what each of them mean:

DUPE: To duplicate.

FORMAT: What type of media the SoundZ is on, the standard entries are Album, Cassette, and CD. You also have 2 formats you can define.

ONE SIDE: A SoundZ format that only has a single side, like a CD, rather than two sides.

REFERENCE #: A number you assign to a specific SoundZ.

SOUNDZ: A specific entry in your collection.

TUNES/TUNEZ: Refers to the songs on the SoundZ.

TWO SIDE: A SoundZ format that has two distinct sides, Side A and Side B, (like a Cassette or Reel2Reel tape) rather than one side.

# Sample Data

There  is  sample data file that will appear in the file box.  The data contains 6 entries, including one multi title Cassette (see below for more info).

To take a look at these select the file SAMPLE.DAT from the file box

The sample data made use of the User defined fields and U Boxes in different ways (Time, Catalog #, Cost, Stereo/Mono, etc.).  You might get some ideas from looking at them.

# Multi Title Cassettes

If you record your own Cassettes, chances are you have more than one Title on a single tape (i.e. One Title on Side A another on Side B)  SoundZ planned for this!  Here is how you can handle this type of tape:  Let's say you have Greatest Hits by Glen Miller on Side A and Take The A Train by Clarence Brown on Side B,  you would create one entry for Side A (putting all the tunes for that Side in the appropriate block) and then create a second entry for Side B (USING THE SAME REFERENCE NUMBER!).  This will give you the opportunity to use all of the data items for both entries,  without abbreviating any of them to fit two sets of information in the blocks.

When you go to print a J Card, the program will automatically use the information from both entries to produce one J Card for the tape.  Also, when you print Audio Labels the program will give the proper information for each side on their appropriate labels.

# Tool Bar

The Toll Bar has 18 different options,  the numbers below will let you know which Menu/Option is activated when you press the corresponding button.

1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18

1       File/Exit
2       File/Open
3       File/Print
4       File/BackUp
5       Edit/Cut
6       Edit/Copy
7       Edit/Paste
8       SoundZ/Singles
9       SoundZ/Browse
10      Find!*
11       New*
12      Picks
13      Utilities/Colours
14      Utilities/User Fields
15      Utilities/Categories
16      About/About
17      About/Register
18      Help

*  These options do not correspond with standard Menu options, but are available while in Single and Browse options.

# File Menu

Open Option: Provides you with a file box to select data files.  If you enter a file name and it does not exist, the program will optionally create it for you.  Whatever file you select remains in effect until you change it.

New Option: Provides you with a file box to create new data files.

Delete Option: Provides you with a file box to select data files, once selected you will be prompted to confirm the deletion.  This will delete ALL files associated with a particular SoundZ data file.

Print Option: Allows you to obtain printouts, preview a printout, or write to file a printout.  Just click to select the print out you desire from the list, these are the contents:

Listing: Reference Number, Category, Title, Format, & Artist.

Catalog: provides all information.

3x5 Cards: Gives you all information printed on 3x5 cards.   (See  Appendix A for specifications)

Rolodex  Cards: Gives  you  all  information  except the Tunes on pin-fed rotary index cards.   (See Appendix A for specifications)

Labels: Prints audio side labels with Reference Number, Artist, Title & both U Boxes.  (See Appendix A for specifications).  Will only output for Format Cassette.

J Card Insert: Prints J Cards (one per page) for the Cassette box.  Information includes: Title, Cassette Number, Tunes, User fields and U Boxes.  The program will first print Single Title inserts, then Multi Title inserts.  Will only output for format Cassette.

Tune List #1: Tune, SoundZ Title, Reference Number and Side/Selection.

Tune List #2: Tune, Artist,  Reference Number and Side/Selection.

Tune List #3: All information as in List #2 and List #3.

Cats n Boxes: Counts for each Category and Box used, as well as percentage.

Stats n Mony: Counts for each format and their value, as well as percentage.

Next choose the type of print out (PinFed or Sheet) and if you desire to preview the printout, click that box.  When all of your options are entered click the OK button.  You will then have an opportunity to enter a title for the printout.

If you selected one of the Tune options you will be told how long the printout might take to produce.  You have the option of canceling the printout at this point if you choose.  Press the OK button to proceed.

Once all of the Tunes have been extracted, you will be presented with a window to select the Order of the Tune list.  You can cross index the listing if you so desire by choosing more than one option and using one of the Combiners.  Press the Order! button when you are done.

The program will then start CA-RET to handle the print outs. For more on CA-RET see Appendix B.

BackUp Option:  Will back up the data files you are currently using to disk.  You will be shown the total size and number of SoundZ in the status box. You can back up to A or B drives, and the program will utilize any format of disk.

The program will prompt you to change disks as they become full.  This method of backup does not use compression and can only be used until your data file reaches about 1000 entries.  After that we recommend using FLEXIBAK Plus, see Appendix C for more information on FLEXIBAK Plus.

**Exit Option:** Allows you to exit the program.

# Edit Menu

While in any of the data entry screens,  these options allow you to Cut, Copy and Paste marked text to/from the screen and the ClipBoard.

Cut Option:  Cut the selected text, this deletes it completely.

Copy Option: Copies the highlighted text to the ClipBoard, and leaves the highlighted text intact.

Paste Option: Pastes text from the ClipBoard to the screen, wherever you have the prompt.

# SoundZ Menu:

Singles Option: This is one of two entry screens you can use to access your Cassette collection. There will be entries for:

Title:  The SoundZ title.  For multiple sets you may wish to add Disk 1, Disk 2, Disk 3 etc. to the title.

Reference Number:  This is alphanumeric (letters and/or numbers).  Some of the programs options will only work if this is a number (Renumber, Find Range, and Auto Number).

Artist:  The primary Artist on the title.  If the SoundZ is a compilation, enter Various and then enter the individual artist information along with the Tunes.

Category:  This is a pull down menu of Categories you have entered into the system.  To Add/Update the list use the Category option from the Utilities menu.

User #1:  The user can name and use this field for anything they desire...i.e., Producer, Serial Number, Location.  Use the User Fields option from the Utility menu to change.

User #2:  The user can name and use this field for anything they desire...i.e., Producer, Serial Number, Location.  Use the User Fields option from the Utility menu to change.

User #3:  The user can name and use this field for anything they desire...i.e., Producer, Serial Number, Location.  Use the User Fields option from the Utility menu to change.

Date Of Origin:  Use this field to track the date the recording was actually made.  The date format is up to you, i.e. MM/DD/YY, MMM YR, etc.

Date Of Purchase:  Use this field to track the date you bought the recording.  The date format is up to you, i.e. MM/DD/YY, MMM YR, etc.

Value:  Use this field to track the value of your collection.  Use standard monetary format ####.##, change the money symbol using the User Field SetUp under the Utilities menu.
value of your collection.  Use standard monetary format ####.##,  change the money symbol using the User Field SetUp under the Utilities menu.

U Box #1:  The user can name this box and the 4 selection options used by it.  The user can also make the buttons or X Boxes.   Use the User Fields option from the Utility menu to change.

U Box #2:  The user can name this box and the 4 selection options used by it.  The user can also make the buttons or X Boxes.   Use the User Fields option from the Utility menu to change.

Cover:  This allows you to insert a bitmap (BMP) to be stored with the entry.  The stored BMP will be displayed when you push the button,  from there you can change or add a new BMP, Delete the existing BMP and save any changes you have made to the cover art.  If there is cover art for the SoundZ,  the box next to this button will be Xed.

NoteZ: Use this filed to make any additional notes you need concerning the SoundZ.

## The Side Box(es):

One Sided Formats Only:

You can scroll through the Side information, by using the mouse, arrow keys or [PgUp]/[PgDn] keys. If there is more information than can be displayed at one time there will be "drag" bars on the right side of the Side box.

You must have the Tune box selected to edit it. To do so just hit the TuneZ button on the right side of the screen. A new edit screen will appear to allow you to edit the tune information.

You will have options to Add new Tunes, Delete the highlighted tune, Insert a tune before the highlighted tune, Cancel all changes and return to edit screen, or Done to save the changes and go back to the Edit screen. Keep in mind that the tune's Track number will be calculated by the program, so you do not need to enter them.

If you have an individual Artist to enter with a Tune, use the block below the Tune and start the entry with a "*". (see examples in the SAMPLE.SDZ file). These additional lines will be displayed immediately below the tunes title, and are called "Continuation Lines".

Time: If you are going to record the time for your tunes: The time line MUST be on a line by itself and be the last line for that particular song after ALL continuation lines). The time must be in standard time format (MMM:SS), and use NO leading zeros or spaces, unless there are no Minutes for the SoundZ. GOOD: 1:20, 12:43, 0:45 BAD: 001:20, :20, 1. The limit of lines per side is 66.

Two Sided Formats:

You can scroll through the Side information, by using the mouse, arrow keys or [PgUp]/[PgDn] keys. If there is more information than can be displayed at one time there will be "drag" bars on the right side of the Side box.

Simply enter one selection on each line. If a song title is too long for one line, use the next line as a Continuation Line

Continuation Lines:

Sometimes one line is not enough! So use Continuation Lines! All you need to do is move to the next line and start the line with a SPACE (this way the program will know that this line goes with the one above).

If you have an individual Artist to enter with a Tune, use a Continuation Line but start the entry with a "*". (see examples in the SAMPLE.SDZ file).

Time: If you are going to record the time for your tunes: The time line MUST be on a line by itself and be the last line for that particular song (after ALL continuation lines). The time must be in standard time format (MMM:SS), and use NO leading zeros or spaces, unless there are no minutes for the SoundZ. GOOD: 1:20, 12:43, 0:45 BAD: 001:20, :20, 1. The limit of lines per side is 66.

Cassettes With Two Titles (One On Each Side):

Enter the data for each side as if it were two separate tapes, except use the same Tape Number. It does not matter if you enter side one or side two first, just use the Crunch File option (see below) to place the file in correct order prior to printing.

When the program goes to print these two out, it will consider them as one and print them out on one insert or label. Try printing out the sample data to get an idea about how this works.

For Both Formats: After you select OK or Next to save your entry, the program will compute the total time for the side and add a line to the bottom of the side reading "Total Time: XXX:XX".

On the screen there are buttons for:

New: Creates an entry for a new SoundZ. You will need to select the format for the SoundZ you wish to add before editing.

Delete: Delete the Cassette presently displayed. You will be asked for verification.

Duplicate: Duplicates the SoundZ displayed, but changes the Reference Number to DUPE to make it easy to identify.

Cancel: Abandons changes you have made, or aborts a New entry.

Save: Saves changes made or new SoundZ.

The Navigate Buttons:

Left Arrow: Saves and backs up one SoundZ.

Right Arrow: Saves and goes forward one SoundZ.

Up Arrow: Saves and goes to the first SoundZ in the file.

Down Arrow: Saves and goes to the last SoundZ in the file.

The Find! Button: This will bring up another window that will allow you to enter information regarding the SoundZ you want to find. You can find by any of the SoundZ fields except the Tune fields. If you want to find by those use the Pick menu.

On the Find! window just select the option you want to find by...i.e., Title, and a box will appear to for you to enter your choice. When you have entered your choice hit the Enter key and you will be returned to the Find! window. You can select more than one item for Find! by, by using a Combiner. When you are done hit the Find! button to start the search.

For example...you want to Find! a SoundZ that is in Category Rock and by The Beach Boys. Select the Category entry from the Find! window, then select Rock. Before you can add another Find! criteria you must first use a Combiner (in this example And). Then select the Artist entry and enter the Beach Boys. The program will find the next title meeting that criteria and display it on the screen. (If you had selected Or in the above example you would have gotten all records for Category Rock or any done by the Beach Boys {even those not category Rock})

A more complex example would be Category A or Category B and User Code D and Title A. (You would get all Categories A or B with the Code D and the title beginning with A.)

## Browse Option:

First gives you a browsing screen of the SoundZ Reference Number, Title, Artist, and Category.  You can change these entries directly on this screen if you desire.  You have the following button choices too:

New:  Creates an entry for a new SoundZ.

Find!:  Opens the Find! window.

Edit: Open the Singles Edit screen for the selected SoundZ.

Delete:  Delete the SoundZ presently displayed.  You will be asked for verification.

DnCF: Stands  for  Dupe and Change Format, with this you can take one entry and create a new one from it and at the same time change the format of  the entry.   For  example  you  have  a  CD  you are putting on tape, you would highlight the entry you want to dupe and chose this option  to  create  the new tape with all  of  the same information (tunes etc).  When changing  from  a 1 sided format to a 2 sided format ALL of the entries are put  into  both sides  (just  delete the ones not needed), when going from a 2 sided format to a 1 sided format, all of the entries are combined on the one side,  with the  Side  A information  being first.  You can use DnCF to simply copy an entry to the same format.

Cancel: Quits this option.

# Pick Menu

This menu will bring up a window of buttons for picking SoundZ.  Think of this as a way of filtering your data file for only the information you want.  These Picks remain in place for Print Outs too.  Once you put a Pick in place, it will remain active for the rest of the current session UNLESS you run the Crunch or Index options from the Utilities menu, or the Clear Picks button from this menu.  When Picks are set, the status bar on the main window will display "**Picks In Effect**", in addition to the file information.

Once you have selected the item you want to Pick for you will be prompted for what criteria you want.  When you have entered your choice hit the Enter key and you will be returned to the Picks window.  You can select more than one item for Pick for, by using a Combiner.  Once you have made your choices click the Set Picks button to confirm.

For example you want to work with all SoundZ that are in Category Rock and by The Beach Boys. Select the Category entry from the Find! window, then select Rock. Before you can add another Find! criteria you must first use a Combiner (in this example And). Then select the Artist entry and enter the Beach Boys. The program will find the next title meeting that criteria and display it on the screen.  (If you had selected Or in the above example you would have gotten all records for Category Rock or any done by the Beach Boys {even those not category Rock})

A more complex example would be Category A or Category B and  User  Code  D and  Title  A. (You would get all Categories A or B with the Code D and the title beginning with A.)

When you have selected either of the U Boxes for Picks, the screen that appears will be of  the type for the U Box.  A button X Box will allow you to choose only one of the options listed.  An X Box will allow you to select whether the box should be Xed, Not Xed or, if it does not matter, N/A.

For example: If you chose for Live to be Xed, Studio not Xed, and the other two N/A.  You would have selected Cassettes that are Live and not Studio ONLY, since the other two boxes were N/A they could be

either Xed or not.

# Cover Show

This option allows you to view a slide show of your previously saved cover art.  When you first choose the option you will be given the option of running the show repeatedly.  Next you can enter the number of seconds to show each slide (use 9's to have no time limit and allow the slide to proceed only on a key press) and the number of images (for the same Cover) you want to display at a time.  You can display up to 5 images at once,  or select the number 9 to have a random number displayed for each Cover.

The ESC key terminates the show.

# Utilities Menu

**Index Option:**  This allows you to place the file in an order that suits your needs,  you can also combine several of the options together.  So you could put the file in order by Title, with a sub order by Artist, with a sub order by Category.

**Crunch Option:**  This compresses the blank spaces out of the data file, resequences the data file for optimal speed, rewrites all the indexes and cross checks all of the numbering information.  This can take awhile if your file is especially big.

**Renumber Option:**  This should be used immediately after indexing (if it is desired).  It will number your SoundZ from 1 to whatever based on the order the file is in when it is run.  For example, if the file is in Title order, it will number them based on that alphabetized list.  NOTE:  You are given the option of keeping multi title SoundZ numbered together (see above),  if you ANY multi titles answer Yes (this will cause them to have the same number when the file is renumbered).  If you have only single titles answer No.

**Colours Option:**  This will let you change the colours used for text and inputs in primary, secondary and tertiary windows within SoundZ.  You can also alter the colours for the Browse and Tune boxes.  Simply enter one of the 256 choices shown for each prompt.  Also, you can turn the Tool Bars on or off.

**User Fields Option:** This allows you to change/enter your titles for the user named fields and the U boxes.  Also, by entering an X or B in the box below the U Boxes, you can make the U Box an X Box or Button style option. With this option you can also change/add formats for the two  user  defined Formats.  Just enter the name of the format and the number of sides it has. Finally, you can change the money symbol that  the  program  uses;  however YOUR  keyboard  must  support  the symbol. i.e. you can not get a US keyboard driver to enter a British Pound sign.

**Categories Option:**  Allows you to add, change, and delete Categories from your Category list used throughout the program.  See Appendix D for more information on how to best use the Category option.  NOTE:  This is the ONLY category file, it does not change when you change data files.

**WallPaper Option:** This option allows you to select/change the WallPaper that is displayed on the main program screen.

**Auto Number Option:**  If this is checked the Reference Number will automatically be placed in the

appropriate field when adding new SoundZ.  If you change the number (i.e. you deleted a title with a lower number),  the number first inserted will be saved for the next add.  If it is not checked this option is off. Once selected the **NEXT** number the computer has in memory will be displayed.  If this is incorrect or you want to change it, you may do so at this time.

Import Option:  This allows you to Import data files created with SoundZ for DOS (versions after 4.00) and SoundZ for Windows.  The records will be imported to the file currently in use.  Some users find it easy to have one master file and a separate file to make entries with and use this to merge the two.

If there are Categories not in your Category file used in the Imported file, you have the option to change these (not only in the Category list but for each Cassette as well).  For example you used R for Rock in the imported file but you want to use R&R from now on, you have the opportunity to change the Category for all SoundZ with R and in the Category list as well.

Upgrade Option: (REGISTERED VERSION ONLY!). This allows you to Import data files created with SoundZ for DOS (versions after 3.00 but before 4.00).  The records will be imported to the file currently in use.

Change2SoundZ Option:  This allows you to Import data files created with AlbumMaster, CassetteMaster and CDMaster for Windows.  The records will be imported to the file currently in use.

# ZideCar

The purpose of ZideCar is to allow you to build a tape (or other recording) based on the time of the tunes that already exist in your SoundZ file.  In other  words  you  can  take  a  90 minute blank  tape, create a new SoundZ and be provided with a list of sources for the tunes you selected.

THIS OPTION IS ONLY USABLE IF YOU HAVE BEEN ENTERING TIME INFORMATION ABOUT YOUR SOUNDZ!

If  Picks  are in effect the program will first select all tunes that match the  Picks.

You  will  be  prompted for the order that you want for the selection screen,  the file can be in Tune, Artist, or Time order and the length of the  tape's  sides.   The  time must  be  in  standard  time  format (MMM:SS), and use NO leading zeros or  spaces, unless there are no minutes for  the  tape.   GOOD: 45:00,  12:43, 10:45 BAD: 001:20, :20, 1.

NOTE:  If you are just looking for filler (10 minutes to fill another tape, etc) just enter the time for one side and not for the other.

When complete hit the OK button.

Next,  the  ZideCar  selection  screen  will  appear  for  you to make your selections for Side A.  To select a Tune  just  highlight it and hit the Select/DeSelect button.  When selected an "A" will appear beside the Tune.  The order of the entries for the side  is  based  on  the order you select them.

You also have buttons for View, Done or Next Side and Cancel.  View will  allow  you  to  view  the entries you have selected so far and Next Side will take you to Side B, done will complete the selection process.

On  Side B, once selected a Tune will have a "B" displayed beside it.  If a Tune is selected for Side A and Side B it will have an "*" beside it.

When you have completed your selections you will have  an  opportunity  to print  a  source  list or write it to file.  This will give you the Reference Number, Format Title, and Side or Selection Number for each tune  selected.   This should aid you in making your recording.

Finally,  you  will have the option of adding the entry to your SoundZ file and naming the format for the entry.  The added entry  will  have  all  the tunes  you  have  selected  and will have a reference number of ZIDECAR007, unless  you  have autonumbering turned on, and will have the title "ZideCar Addition".  All other information you will need to enter, since you created a custom entry from multiple sources.

# About Menu

About Option:  Displays legal and version information about the program.

Registration  Option:   Calls  up  the  form  REGISTER.WRI  in  Windows  Write  so  that  it  can  be completed.

# Help

Brings up the help system

Enjoy!

Charles P. Schell IV
Author

Appendix A

# Label Specifications

The following sizes apply to the labels & cards used in this program:

## PenFed Labels & Cards:

Standard Labels: Audio Side Labels, with center punch out.

3X5 Cards: 3" X 5" Cards {4166}

Rolodex Cards: 2 1/6" X 4" {4168}

## Sheet Labels & Cards

Labels:  2-wide, Audio label sheets {5198}

3X5 Cards: sheet {5388}

Rolodex Cards: 2 1/6" X 4" sheet {5385}

## Source

These  labels  are  available from many sources, I can recommend one very good one: The Computer Label Company.  They have the best prices and fastest service  1-800-332-4223, or write 727 Eugene Road Palm Springs,  CA 92264.  The numbers in the {}s are the corresponding Avery product numbers.

Appendix B

# CA-RET

CA-RET's runtime module is used by all of Unicorn Software's Windows programs.  If you have the CARETRUN.EXE from another program you do not need it for this one.  After selecting a Preview option, you will be taken to the CA-RET preview screen,  where you have the following menu options:

# File Menu

Close Option: Closes the Print Preview window and returns.

Print Report Option:   Prints the report.  When you select this command, CARET displays the Print dialog box.

Printer:   Identifies the printer and printer port defined in your Windows environment

All:  Prints the entire report.

Selection:  Is a standard Microsoft Windows print  option that does not apply..

Pages:  Prints a selected page range.  Enter the page to start printing from (the default is the start of the report) and the page to stop printing at (the default is the end of  the report).

Print Quality:  Specifies the number of dots per inch to use when printing.  For more information about print quality, see the documentation provided with your printer.

Print to File:  Prints the report to a file.  When you turn on this option, CARET displays this dialog box when you select  OK.

Enter any valid name for the output file.

Setup:  Displays the Printer Setup dialog box,  allowing you to set up or modify your printer settings.

Copies:  Specifies the number of copies of the report to print.  The default is 1.

Printer Set Up:   Sets or modifies your printer settings.   When you select this command, CARET displays a dialog box that indicates the  printer that is currently selected under the  Windows environment. It allows you to select additional printer options, such as  orientation, paper format, and print  quality.

For information about these settings,  refer to your Microsoft Windows  documentation.

Export To File:  Runs the report and puts the output in a  Rich Text Format (.RTF) or ASCII (.TXT) file.  When you select this command,  CARET displays the Export Report to  File dialog box.

File Name:  Enter or select the name of the file in  which to export the report.  Save File as Type Displays the type of  files currently listed  in the File Name combo box.  The  options are Rich Text Format (*.RTF)  and  ASCII (*.TXT) files.

Directories:  Displays the current path and  all available directories.  Select a directory to display or select from other available subdirectories.

Drives:  Displays the current drive.  Click a drive displayed in the drop-down list box to select it.

Exit:  Exits CARET and returns.

# View Menu

Normal:  Scales the screen report image to full size.

Page View:  Displays the report page layout, scaled to  the size of the window (maximum reduction to 25% of window size).

Center Page:  Adjusts the screen scrolling position so that the report is centered horizontally in the definition window.

First Page:  Re-reads the report and displays the first page of the report.

Next Page:  Displays the next page of the report.

Last Page:  Re-reads the report and displays the last page of the report.

# Windows Menu

Cascade:   Stacks all open CARET windows one  behind the other.  CARET resizes and layers all open windows so that each title bar is visible.

Tile:   Displays all open CARET windows next to  each other.  CARET moves and sizes all  open windows so that they are visible and  do not overlap.

Close All:  Closes all CARET print preview windows.

## The most common problem:  Page Size Does Not Match

### Problem

The page height and width defined for the printer does not match the height and width of the  report definition.

## Solution

Select Yes to have CA-RET adjust the report definition to match the printer.  Select No to ignore the discrepancy.  If the printer page size is wrong, you can change it using Printer Setup from the File menu. Non-printable area changes are only relevant for some printers and then only for some reports.

Appendix C

# FLEXIBAK Plus

Backing up your data files is important! If you do not have a backup program, I heartily recommend FLEXIBAK Plus by fellow ASP author Adrian Mardlin. Even if you have a back up program, take a look at FLEXIBAK. It is fast and easy. In the author's words:

"FLEXIBAK Plus, is a flexible, easy-to-use system with a logical, simple and unique approach to hard disk backups. With FLEXIBAK Plus...the concept of full backups and incremental backups is removed. Instead, you only take a full backup once. All subsequent backups are placed on the same backup disks, giving long- term speed increases, simpler file restoration and improved backup management capability."

Check with your favourite BBS or disk vendor for the latest version or you can contact Nildram Software directly. FLEXIBAK costs $59 (plus $ S&H) to register, and is worth every penny.

USA & Canada: Shareable Software International, Inc.
   PO Box 59102
   Schaumburg, IL 60159 USA
   Tel: (708) 397 1221
   Fax: (708) 397 0381
   CIS: 76226,2652

Appendix D

Categories:

Since the category field works "progressively" for Find! and Picks, you can use a numbering system similar to the Dewey Decimal System to make them more useful. Since the system listed below was developed by David Moon of San Rafael, CA, I call this the Moon Decimal System in his honour. Although it will not work for everyone, it is detailed enough for most.

Remember that the Category system is based in alphanumerics not numbers, so if you were using wanted all North American, Bluegrass Music and you used the Moon system, you would want to ask for a Category of "12 " not "120", this way the system would look for 120 to 129. Another example would be if you used "RS" for Rock, Slow and "RSD" for Rock, Slow Dance-- asking for "RS" would give you both Categories of music.

# The Moon Decimal System

100 - North American Popular Music
102 - Popular Singers with Orchestral Accompaniment (Sinatra, Streisand, etc.)
105 - Broadway Musical
106 - Movie Soundtrack
109 - Easy Listening
110 - Popular Folk Music
115 - Country and Western
120 - Bluegrass
125 - Soul
130 - Blues
135 - Reggae
140 - Spirituals, Gospel Music
150 - Rock and Roll
151 - 1950's Rock
160 - 1960's Rock
180 - 1970's Rock
200 - 1980's Rock
220 - 1990's Rock
250 - Jazz
252 - Miscellaneous Collections, History of Jazz
255 - Early Jazz (recorded in the 1920's)
260 - Swing Era (recorded in the 1930's)
270 - Cool Era (recorded in the 1940's)
280 - Jazz of the 1950's
290 - Jazz of the 1960's

300 - Jazz of the 1970's
310 - Jazz of the 1980's
320 - Jazz of the 1990's
350 - International Popular Music
352 - Central and South America
353 - Mexico and Central America
354 - Spanish-speaking Caribbean countries
355 - English-speaking Caribbean countries
356 - Haiti and French-speaking islands
358 - Brazil

359 - South America
360 - Europe
361 - British Isles
362 - France and Belgium
363 - Germany, Austria, Switzerland, Holland
364 - Spain and Portugal
365 - Italy
366 - Denmark, Sweden, Norway, Finland
367 - Northeast Europe (Poland, Czechoslovakia, Latvia, etc.)
368 - Southeast Europe (Hungary, Yugoslavia, Romania, Bulgaria, Greece, Albania, etc.)
369 - Soviet Union
370 - Middle East
371 - Turkey
372 - Middle Eastern countries (Syria, Jordan, Lebanon,Iraq, Saudia Arabia, Iran, etc.)
373 - Israel
374 - North African countries (Egypt, Tunisia, Morocco,Libya, Algeria, Sudan)
375 - Central and South Africa
376 - Black African cultures
379 - Europeans in Africa
380 - Orient
381 - India, Pakistan, Bangla Desh
382 - Southeast Asia (Thailand, Vietnam, Burma, Laos,Cambodia)
383 - Indonesia, Java, Bali, Malaya
384 - Philippines
385 - Japan
386 - China, Tibet
387 - Korea
390 - Australia and New Zealand
395 - Pacific Islands

400 - Ethnic Folk Music
402 - United States
403 - Folk dances, square dances, fiddle tunes
404 - Traditional folk songs and mountain ballads
405 - Cowboy and western songs
406 - Black traditional songs, blues, spirituals,gospel music
407 - Labor songs, prison songs
408 - American Indian music
410 - Canada
415 - Central and South America
416 - Mexico
417 - Central America
418 - Cuba, Puerto Rico, Dominican Republic, and other Spanish-speaking Caribbean countries
419 - Haiti and French-speaking islands
420 - Bahamas, Jamaica, Trinidad and other English-speaking Caribbean countries
421 - Surinam and Dutch-colonial islands
424 - Brazil
426 - South America
428 - American Indians in Central and South America
430 - Black African countries
436 - Madagascar
438 - Europeans in Africa
440 - Europe
441 - General European collections and surveys
442 - British Isles
443 - France and Belgium

444 - Germany, Austria, Switzerland, Holland
445 - Spain and Portugal
446 - Italy
447 - Denmark, Sweden, Norway, Finland
448 - Northeast Europe (Poland, Czechoslovakia, Latvia)
449 - Southeast Europe (Hungary, Yugoslavia, Romania, Bulgaria, Greece, Albania)
452 - Russia, Ukraine, Siberia
454 - Southern provinces of the USSR
460 - Middle East
462 - Israel and general Hebrew and Yiddish music
464 - Turkey
466 - Middle Eastern countries (Syria, Jordan, Lebanon,Iraq, Saudi Arabia, Iran, Yemen)
468 - North African countries (Egypt, Tunisia, Morocco,Libya, Algeria, Sudan)
470 - Orient
471 - General collections and surveys
473 - India, Pakistan, Bangla Desh
474 - Southeast Asia (Thailand, Vietnam, Burma, Laos,Cambodia)
475 - Indonesia, Malaya, Java, Bali
476 - China, Tibet
477 - Japan
478 - Korea
479 - Philippines
490 - Australia and New Zealand
492 - Pacific Islands (Melanesia, Micronesia, Polynesia,Hawaii, Easter Island)

500 - Keyboard Music
510 - Piano Solo
512 - Sonata
513 - Prelude
514 - Variation
515 - Etude
516 - Bagatelle
517 - Rondo
518 - Polonaise
519 - Nocturne
520 - Scherzo
521 - Ballade
522 - Minuet
523 - Waltz
524 - Dance
525 - Caprice
526 - Fantasy
527 - Andante
528 - Sonatina
529 - Prelude & Fugue
530 - Fantasy & Fugue
531 - Fugue
532 - Allegro
533 - Suite
534 - Rhapsody
540 - Piano Duet
542 - Sonata
543 - Variation
544 - Dance
545 - Waltz
550 - Three Pianos

555 - Four Pianos
560 - Organ
562 - Chorale Prelude
563 - Pastorale
564 - Prelude
565 - Prelude & Fugue
566 - Toccata & Fugue
567 - Fantasy & Fugue
568 - Passacaglia
569 - Fugue
570 - Sonata
571 - Trio Sonata
572 - Toccata
573 - Concerto
574 - Canon
575 - Fantasy
576 - Partita
580 - Harpsichord Solo
581 - Variation
582 - Prelude
583 - Prelude & Fugue
584 - Fantasy & Fugue
585 - Fugue
586 - Toccata
587 - Partita
588 - Sonata
590 - Harpsichord Duet
595 - Clavichord
597 - Virginal

600 - Chamber Music
602 - String Ensembles (with keyboard accompaniment)
604 - Violin Solo
605 - Viola Solo
606 - Cello Solo
607 - Double Bass Solo
610 - String Trio
611 - Piano Trio
614 - Clarinet Trio
615 - String Quartet
617 - Piano Quartet
620 - String Quintet
621 - Piano Quintet
623 - Clarinet Quintet
626 - String Sextet
630 - Flute with Strings
640 - Woodwind Ensembles (with keyboard accompaniment)
642 - Flute or Piccolo Solo
643 - Oboe Solo
644 - Clarinet Solo
645 - English Horn Solo
646 - Saxophone Solo
647 - Bassoon Solo
648 - Recorder Solo
652 - Woodwind Quintet
657 - Mixed Brass/Woodwind Ensembles

660 - Brass Ensembles (with keyboard or percussion acc.)
662 - Trumpet Solo
663 - Horn Solo
664 - Trombone Solo
665 - Baritone Solo
666 - Tuba Solo
672 - Brass Quartet
675 - Brass Quintet
680 - Percussion Ensembles (with keyboard accompaniment)
690 - Other Solo Instruments
692 - Lute
693 - Guitar
694 - Mandolin
695 - Harp
696 - Musical Glasses

700 - Orchestral Music
702 - Symphonic Works
705 - Symphony
706 - Concerto Grosso
707 - Concerto for Orchestra
708 - Suite
709 - Serenade
710 - Rhapsody
711 - Variation
712 - Divertimento
713 - Sinfonietta
714 - Fantasia
715 - Concert Overture
716 - Scherzo
717 - Orchestral Fugue
718 - Rondo
720 - Minuet
721 - Waltz
722 - Dance
723 - March
724 - Military March
730 - Ballet Music
732 - Incidental Music
734 - Program Music
735 - Tone Poem
736 - Symphonic Poem
737 - Suite with Descriptive Title
740 - Orchestral Excerpts and Transcriptions
742 - Opera Overture or Prelude
743 - Opera Excerpts (Non-Vocal)
744 - Excerpts from Dramatic Vocal Works
745 - Transcriptions for Orchestra of Vocal Works
746 - Sacred Songs Arranged for Orchestra
748 - Sinfonias from Vocal Works
750 - Concertos for One or More Solo Instruments with Orchestra
752 - Piano
753 - Harpsichord
754 - Organ
757 - Violin
758 - Viola

```
759  -  Cello
760  -  Double Bass
762  -  Trumpet
763  -  Other Brass Instruments
765  -  Flute
766  -  Oboe or English Horn
767  -  Clarinet
768  -  Bassoon or Saxophone
769  -  Horn
772  -  Guitar or Lute
774  -  Harp
776  -  Percussion
778  -  Other Solo Instruments
780  -  Double, Triple Concerti
785  -  Wind Instruments and Percussion
786  -  Wind Ensemble (Standard Instrumentation)
787  -  Small Wind Ensemble
788  -  Wind Ensemble with Strings
789  -  Solo Instrument, Voice and Band, Wind Ensemble Accompaniment
790  -  Symphonic or Concert Band
791  -  Marches
792  -  Brass Fanfares
793  -  Brass and Percussion Fanfares
794  -  Brass Band
795  -  Marching Band (Traditional)
796  -  Marching Band (Corp)
797  -  Drum and Bugle Corp
798  -  Percussion Features
799  -  Cadences

800  -  Vocal Music
802  -  Solo Voice
804  -  Art Song for Voice and Piano
805  -  Other Solo Voice with Keyboard Acc.
806  -  Folksong for Voice and Piano
807  -  Solo Voice with Misc. Accompaniment (Guitar, etc.)
808  -  Voice with Chamber Ensemble
809  -  Voice with Orchestra
810  -  Vocal Duets, Quartets, etc.
812  -  Voices with Piano
814  -  Voices with Other Instruments
816  -  Voices with Chamber Ensemble
818  -  Voices with Orchestra
820  -  Sacred Songs and Vocal Works
822  -  Anthem
823  -  Hymn
824  -  Psalm
825  -  Motet
830  -  Large Vocal Works
832  -  Sacred Cantata
833  -  Secular Cantata
835  -  Sacred Oratorio
836  -  Secular Oratorio
837  -  Mass or Requiem
840  -  Passion, Stabat Mater, Crucifixus
841  -  Te Deum
```

842  -  Magnificat, Salve Regina
850  -  Opera
851  -  Opera Excerpts
853  -  Operetta
854  -  Operetta Excerpts
860  -  Secular Choral Music
870  -  Madrigals and Part Songs
880  -  Religious Liturgy
882  -  Christian Chant
883  -  Eastern Christian Liturgy
885  -  Hebrew or Jewish Liturgy
887  -  Eastern Religions (Moslem, Buddhist, Hindu)
890  -  Dramatic Readings with Music

900  -  Electronic and Experimental Music
980  -  Dramatic and Spoken Works
982  -  Plays and dramatic readings
984  -  Poetry and prose
986  -  Historical speeches, broadcasts
988  -  Language instruction

Appendix E

# Tips, Tricks, & Misc

## WallPaper:

The program comes with a bitmap picture that is displayed on the program's main window.  The file is named SOUNDZ.BMP and is located in SoundZ' program sub directory.  This picture can be changed to any bitmap image you desire, use the WallPaper option from the Utilities menu to specify the bitmap you desire.  The program will attempt to display, centered, any image you name.

By not using any wallpaper (specifying NONE for the filename in the WallPaper option), you can speed up the program's execution.  Another option is to use a small BMP for the wall paper

## User Fields:

What do you do with them?  For the User Fields: Enter the Song Writer, Producer, RCA Library Number, Length, Thumb (For Up or Down reviews), Writer, Original, well you get the idea; for the Tune fields: Enter the Time, Tempo, Mood, Mode, etc.  You can change these anytime you want. What you enter here will appear on the entry screens as well as the print outs.

## U Boxes:

The purpose of U Boxes is to give you a way of recording information that is constant from title to title. You have two different ways of using the U Boxes to give you even more flexibility:  Buttons and X Boxes.

The buttons option allows you to choose only one of the four choices listed (like a multiple choice question). So, this would be good for those instances where only one option can be true, for example: RPM would be a good choice since some SoundZ can be 33 1/3, 45, or 78 but not all three.

When printing the option chosen will be displayed.

The X Box is different in that EACH of the four options can be either true or false.  So this can be used best in those instances where an SoundZ can have one or more of the characteristics listed, for example: an SoundZ can be Live, Studio, you can have a recorded tape of the SoundZ and it can be a master recording or all four.

When the X appears in the box it means the selection is true (i.e. if the SoundZ were live you would X that box), likewise if the recording were all studio there would be no X in the box.

When printing only the Xed items will be displayed.

## Close 'Nuf:

In the Find! and Pick options when you enter the Title, Artist, User Defined Fields, etc. you do not have to enter the entire thing. For example when entering a title you wish to deal with you do not have to enter the full Title, only the first few words, or even letters. In Update this will allow you to view all the records that are Close 'Nuf to what you entered. EXAMPLE: Entering "Meet" will bring up "Meet Me", "Meet The Beatles" and "I'll Meet You On The Other Side"

## Cover Art:

The cover art you attach to any SoundZ can be of any size or type BMP.  The screen is set up to default to a BMP of 200X200 pixels.  This is the suggested size, so that you will not get too big of a data file.

Appendix F

# Technical Assistance & Latest Versions

Both registered and unregistered Users can obtain technical assistance by calling (816) 429-3558 NOTE: Unregistered Users will need to provide the name and address of where they obtained the software from in order to gain this assistance. This will let us go back to that company if they are distributing an older version and it helps us track who is distributing the program. The number is manned (by a human) from 6:00 to 9:00 PM CT, Sunday-Thursday.

# Unicorn Software Support Conferences

The Kokomo BBS:     317-457-9100
The RoadHouse BBS:   317-784-2147  (FIDONET 1:231/290)

Both BBSs allow first time downloads and will always have the latest versions of Unicorn's software. Unicorn Software programs are available via "File Request" from The RoadHouse BBS (1:231/290). You can FREQ the magic name "UNICORN" from 1:231/290 for information on Unicorn Programs and their FREQable "magic" names.)

# The Unicorn Distribution BBSs

RoadHouse BBS 317-784-2147 1:231/290 (Unicorn Support BBS) {9600 HST}
BIZyNet BBS 619-283-1721 1:202/1008 {9600}
RapidRiver BBS 715-435-3855 {9600}
JAPCUG BBS 517-789-7556 {9600 HST}
Kokomo BBS 317-457-9100 {9600}
Law & Order BBS 517-263-0273 {9600}
>>In Canada KnightTec BBS 519-940-0007 {9600}<<

The Distribution BBSs will always have the latest versions within hours of release. Additionally, these BBSs have proven to be reliable and worth the cost of every minute of connect time. Even if you are not looking for our latest versions: Give Them A Call!

All of Unicorn's programs are also available through the Shareware Distribution Network (SDN), and may be downloaded from any SDN location.