

## **CD Manager Help**

### **Introduction**

CD Manager allows you to store information about your CD collection and retrieve it in a number of ways.

### **How To...**

[Enter a New CD](#)

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## Changing the System

Use this option to change the setup of CD Manager.

### How to Change System Settings

- 1 Select Setup from the Main Menu or from the CD data entry window.
- 2 If Setup was selected from the Main Menu,  
choose any of the following : Declare User Defined Field #1
  - : Declare User Defined Field #2
  - : Edit System Colors
  - : Edit Data Entry Options
- 3 If Setup was selected from the CD data entry window, you may only Edit Data Entry Options
- 4 Select Close to exit and save any changed settings.
- 5 Select Cancel to exit without saving any changed settings.

CD Manager version 3.0 allows for two user defined fields. These fields can be anything that you like. You must give the field a name and then check the "Allow Entry for..." box. The data field that you define will be associated with the CD therefore any searches done on either of the fields will result in a list of CD's. Select [Search...] from the Main Menu. If a user defined field has been defined, a button with the name of the field will appear so that you may conduct a search on that field.

You may change the colors of CD Manager by selecting this button. Then select the item that you would like to change. The current color of the item will appear along with the default color. Click the mouse on the desired color in the color palette. Repeat this procedure for each item that you would like to change. Then select Ok to exit with the changes or select Cancel to exit without making any changes. You may also select Default to change all of the colors to the default settings of CD Manager.

Select this option to change the settings for the data entry procedure. Put a check in any box that you would like to allow data entry for. For each item that is checked, there will be an extra space to input that particular data when a new CD is entered.

## Entering A New CD

Use this option to enter a new CD into the catalog.

### How to Enter a New CD

- 1 Select New CD from the Main Menu
- 2 Enter the name of the CD
- 3 Enter the name of the Artist  
If the CD is a Various Artist CD, select the "Various Artist" option button  
or type "V" for the Artist Name.
- 4 Select OK
- 5 Enter Songs

Note that these are the minimum requirements for the CD information. More data fields may be entered by choosing the Setup button.

The name of the artist or "V" for a CD with various artists.

When a CD contains works from various artists, enter "V" for the artist name in step 3 above.



Click once on a song title in the list, then select this button or just double click on a song title in order to change the title of that song. Press [Enter] when the change is complete.

Click once on a song title in the list, then select this button to insert a song before or after the song that is selected.

Click once on a song title in the list, then select this button to delete that song from the list.

## Entering The Songs

After the CD information is entered, the song information can be entered.

### How to Enter the Songs

- 1 Select New CD from the Main Menu
- 2 Enter the CD information
- 3 Enter the names of all of the songs

Note that these are the minimum requirements for the song information. More data fields may be entered by choosing the Setup button.

Use : Edit Song

      : Insert Song

      : Delete Song

to manipulate the songs before they are saved.

## **Print Options**

Use this function to set the options for printing reports/lists.

### **Setting a Printer Option**

- 1 Select either List by CD Name, List by Artist name, or List by Song name
- 2 Select Alphabetize List if the list should be alphabetized
- 3 Select Include Songs if the list should include song names  
Note that Include Songs is checked if List by Song name is selected.
- 4 Click mouse on Print when all desired options are correct

Select this option to generate a list that is sorted by the CD title.

Select this option to generate a list that is sorted by the artist's name.

Select this option to generate a list that is sorted by song name.



## **Searching the Catalog**

The entire catalog can have searches conducted on it to retrieve various information, such as a list of all songs with a particular title.

### **How to...**

[Search for a CD by Title](#)

[Search for an Artist by Name](#)

[Search for a Song by Title](#)

[Search for a CD by Music Type](#)

[Search for a Song by Song 'From'](#)

[Search for a CD by Conductor](#)

[Search for a Song by Time](#)

[Search for a Song by Voice](#)

See Also

[Using Search Results](#)

## Using Search Results

Once a search has been conducted, the results can be used in various ways. By using the different commands in the window where the list appears when an artist search or a song search was conducted, the results of the search can be used in the following ways.

### Commands

Partial Match

Exact Match

Next Page

Open CD

Print

Select this option to conduct a search for songs or artists that partially match the text that was entered. If that string of text appears anywhere in the name, then it will be considered a match. CD Manager automatically conducts a partial match the first time that the search is performed.

Select this option to conduct a search for songs or artists that exactly match the text that was entered. If the string of text is exactly the same as the name, then it will be considered a match.

This option is only available when a song search is being conducted.  
In some cases, the result of a search is too large to fit into one list box.  
Next Page is used to page through the various pages of the list when it is too large for one page. Each page is color coded so you can tell when you are back to the first page (yellow).

Use this option to print a CD if one is highlighted in the list. To highlight a CD just click the mouse on the desired one in the list. If no CD is highlighted, the Print option will print the list of search results.

## **Opening a CD**

Open a CD to view/edit any song titles, artist names, or the CD title of any existing CD.

### **How to Open a CD**

- 1 From the Main Menu, select Search...
- 2 Then select any of the following:
  - CD Search
  - Artist Search
  - Song Search
  - Music Type
  - Song 'From'
  - Conductor
  - Time Search
  - Voice
- 3 Or select Browse CD's from the Main Menu.
- 4 Select Open CD when a CD in the list is highlighted or double click the mouse on the desired CD in the list.

Select this option to conduct a search of CD's, given a particular title.



Select this option to conduct a search of artists, given a particular name.

Select this option to conduct a search of songs, given a particular title.

Select this option to view a list of all CD's that are on file.

Select this option to conduct a search of CD's that have the same music type that is selected from the music type list.

Select this option to conduct a search of songs that have the same Song 'From' data field.

Select this option to conduct a search of CD's that have the same Conductor.

Select this option to conduct a search of songs that are longer than, shorter than, or the same length as the given time.

Select this option to conduct a search of songs that have the same voice as the voice given.



## **Editing CD Info**

CD Manager allows you to edit any information on a CD in case an error was made while entering the CD information.

### **How to Edit CD Info**

- 1 Open the CD to be edited.
- 2 Choose any of the following commands:
  - Edit CD
  - Edit Artist
  - Edit Song
  - Print CD
  - Delete CD

Select this option to edit the title of the CD. The current title will be shown and you will be asked for the new title. Enter the new title and select OK or select Cancel to abort any changes.

Select this option to edit the name of the artist. The current artist name will be shown and you will be asked for the new name. Enter the new name and select OK or select Cancel to abort any changes. If the CD is a various artist CD, then this option will not work. Changes to the artist's name must be done individually by using Edit Song.

Select this option to edit the title of the song that is highlighted. If no song is highlighted you must highlight one. This can be done by clicking the mouse on the song to be edited. The current song title will be displayed and you will be asked for the new song title. Enter the new song title and select OK or select Cancel to abort any changes. If the CD is a various artist CD you will also be asked for a new artist name for that song. If it is different, enter the new artist name. If it is the same, just skip that step by pressing [Enter].

Select this option to print the CD along with the songs that are on it.

Select this option to remove a CD from the catalog.

## **Browsing for a CD by Title**

CD Manager allows you to search through all of the CD's that are on file. Their titles appear in a list that you may browse through to find a CD.

### **How to Find a CD**

- 1 Select Browse CD's from the Main Menu
- 2 Type the title of the CD in the box at the top of the screen  
As you enter each character of the CD title, an item will be highlighted in the list that matches closest to what you have typed.
- 3 Select Open CD or Print if desired

## **Exporting CD Info**

CD Manager allows you to export CD information to a file. This information is in ASCII Text format and can then be read by another program. This is useful for transferring information from one program to another.

The format of the file is as follows:

```
Line 1> CD#,"CD1 name","CD1 artist"  
Line 2> CD#,"song1 name","song1 artist"  
Line 3> CD#,"song2 name","song2 artist"  
Line 4> CD#,"CD2 name","CD2 artist"  
Line 5> CD#,"song1 name","song1 artist"  
Line 6> CD#,"song2 name","song2 artist"  
Etc...
```

Where CD# is the number of the CD, CD name is the name of the CD, CD artist is the artist of the CD etc.

## **How to Export CD Info**

- 1 Select Export from the Main Menu
- 2 Select the correct drive that the Info should be exported to
- 3 Select the correct directory
- 4 Select the correct file or type in the name of a new file in the box
- 5 Select OK



Select this option to open the highlighted CD in order to edit/view it.  
This can also be done by double clicking the mouse on the desired CD in the list.

Select this option to print the CD that is highlighted.  
If no CD is highlighted, then entire list of CD's will be printed.

## **Searching for an Artist by Name**

CD Manager allows you to conduct a search of artists by matching their names to the name that is given for the search.

### **How to Search for an Artist**

- 1 Select Search... from the Main Menu.
- 2 Select Artist Search
- 3 Enter the full name of the artist, if it is known.  
You may enter a string of characters and CD Manager will conduct a search of all artists that partially match that string of characters.
- 4 Select OK to begin the search.

## **Searching for a CD by Title**

CD Manager allows you to conduct a search of CD's by matching their titles to the title that is given for the search.

### **How to Search for a CD**

- 1 Select Search... from the Main Menu.
- 2 Select CD Search
- 3 Enter the full title of the CD, if it is known.  
You may enter a string of characters and CD Manager will conduct a search of all CD's that partially match that string of characters.
- 4 Select OK to begin the search.

## **Searching for a Song by Title**

CD Manager allows you to conduct a search of songs by matching their titles to the title that is given for the search.

### **How to Search for a Song**

- 1 Select Search... from the Main Menu.
- 2 Select Song Search
- 3 Enter the title of the song, if it is known.  
You may enter a string of characters and CD Manager will conduct a search of all song titles that partially match that string of characters.
- 4 Select OK to begin the search.

## **Searching for a CD by Music Type**

CD Manager allows you to conduct a search of CD's by matching their music type to the music type that is given for the search.

### **How to Search for a CD**

- 1 Select Search... from the Main Menu.
- 2 Select Music Type.
- 3 Select OK to begin the search.

Note that the Music Type is associated with the CD and not the song, therefore the search will result in a list of CD's that are of the specified music type.

## **Searching for a Song by Song 'From'**

CD Manager allows you to conduct a search of songs by matching their Song 'From' category to the string of characters that is given for the search. This data field is most likely used with classical music.

### **How to Search for a Song**

- 1 Select Search... from the Main Menu.
- 2 Select Song 'From'.
- 3 Type a string of characters that matches or closely matches the Song 'From' that you are looking for.
- 4 Select OK to begin the search.

Note that the Song 'From' is associated with the song and not the CD, therefore the search will result in a list of songs.

## **Searching for a CD by Conductor**

CD Manager allows you to conduct a search of CD's by matching their Conductor to the Conductor that is given for the search.

### **How to Search for a CD**

- 1 Select Search... from the Main Menu.
- 2 Select Conductor.
- 3 Type a string of characters that matches or closely matches the conductor's name.
- 4 Select OK to begin the search.

Note that the Conductor is associated with the CD and not the song, therefore the search will result in a list of CD's that are of the specified conductor.



## Searching for a Song by Time

CD Manager allows you to conduct a search of songs by matching their song time to the time that is given for the search. You may also check for songs that are longer or shorter than the given time.

### How to Search for a Song

- 1 Select Search... from the Main Menu.
- 2 Select Time Search.
- 3 Enter the desired time.
- 4 Select Find Songs Greater than Given Time, Find Songs Less than Given Time, or Find Songs Equal to Given Time.

Select this option to search for songs that are longer than the given time.

Select this option to search for songs that are shorter than the given time.

Select this option to search for songs that are the same length as the given time

## **Searching for a Song by Voice**

CD Manager allows you to conduct a search of songs by matching the voice to the voice that is given for the search.

### **How to Search for a Song**

- 1 Select Search... from the Main Menu.
- 2 Select Voice.
- 3 Enter a string of characters that matches or closely matches the voice to search for.
- 4 Select Ok to begin the search.

## **Distribute/Register CD Manager**

Use this option to distribute CD Manager to another person or to print a registration form in order to acquire a registered version of CD Manager.

### **How to Distribute or Register CD Manager**

- 1 Select Distribute from the Main Menu.
- 2 Then select one of the following options:

Register CD Manager

Distribute CD Manager

Note that the registered version of CD Manager may not be distributed freely without permission from the author.

## **Register CD Manager**

Use this option to print a registration form in order to acquire a registered version of CD Manager.

### **How to Register CD Manager**

- 1 Select OK after reading what the registered version of CD Manager will offer you.
- 2 Type in your address in the boxes that are provided.
- 3 When all information is correct select Print to print the order form.
- 4 Mail the order form along with \$15 (U.S. dollars) to:  
Brad Kodl  
16000 Burlington Rd.  
Union Grove, WI  
53182

## **Distribute CD Manager**

Use this option to distribute CD Manager to another person.

### **How to Distribute CD Manager**

- 1 Select a disk drive that you would like to copy the program to.
- 2 Insert a disk into the drive that you have specified in step 1.
- 3 Select Copy Files to begin the program copy procedure.
- 4 Now the floppy disk contains all the files that are required to run CD Manager. Distribute the program freely.
- 5 Be sure that the new user of CD Manger reads the README.TXT file on the disk to find out where to install the specific files.



## **Contacting the Author for Further Help**

If you encounter a problem and need additional help or if you would just like to give feedback on CD Manager, feel free to contact the author at:

**AOL Screen Name: BKODL**

**or write to:**

**Brad Kodl  
16000 Burlington Rd.  
Union Grove, WI  
53182**



