



## Music Manager Help Index

The Index lists the Help topics available for Music Manager. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

### Keyboard

[Music Manager Keys](#)

### Commands

[Record Menu Commands](#)

[File Menu Commands](#)

[View Menu Commands](#)

[Search Menu Commands](#)

[Options Menu Commands](#)

### Procedures

[Adding Records](#)

[Changing Printers and Printer Options](#)

[Changing the Current Display Font](#)

[Creating New Databases](#)

[Deleting Records](#)

[Displaying Record Indexes](#)

[Displaying All Record Fields](#)

[Displaying the Status Bar](#)

[Editing Records](#)

[Going to a Specific Record](#)

[Moving Through a Database Listing](#)

[Opening Databases](#)

[Printing Database Files](#)

[Repeating Searches](#)

[Saving Databases](#)

[Saving Databases with a New Name](#)

[Searching Records](#)

[Selecting Confirmation Settings](#)

[Selecting Fields to Display](#)

[Selecting Records](#)

[Selecting Print Options](#)

[Selecting Sort Options](#)

## Music Manager Keys

Use the following keys in Music Manager:

<b>Key(s)</b>	<b>Function</b>
Up Arrow	Scrolls up the database one line at a time
Down Arrow	Scrolls down the database one line at a time
Left Arrow	Scrolls the database to the left
Right Arrow	Scrolls the database to the right
PgDn	Scrolls forward one screen
PgUp	Scrolls backward one screen
Home	Moves the screen all the way to the left
End	Moves the screen all the way to the right
Insert	Displays the add record dialog
Ctrl+A	Displays the add record dialog
Delete	Deletes the selected record
Ctrl+D	Deletes the selected record
Enter	Edits the selected record
Ctrl+E	Edits the selected record
F4	Displays the Go To dialog
F3	Repeats last search

## **Music Manager Commands**

To get help with a command, choose the appropriate menu.

### **File Menu Commands**

- New
- Open
- Save
- Save As
- Print
- Printer Setup
- Exit

### **View Menu Commands**

- Index
- All
- Partial
- Status Bar

### **Record Menu Commands**

- Add
- Delete
- Edit

### **Search Menu Commands**

- Find
- Find Next
- Go To

### **Options Menu Commands**

- Confirm
- Sort
- Print
- Fonts

## **Music Manager Procedures**

The Procedure topics give you step-by-step instructions for using Music Manager. Use the scroll bar to see more topics.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

### **Working with Records**

[Adding Records](#)

[Deleting Records](#)

[Editing Records](#)

### **Setting View Preferences**

[Displaying Record Indexes](#)

[Displaying all Record Fields](#)

[Selecting Fields to Display](#)

[Displaying the Status Bar](#)

### **Moving and Searching through Music Manager**

[Selecting Records](#)

[Moving Through a Database Listing](#)

[Searching Records](#)

[Repeating Searches](#)

[Going to a Specific Record](#)

### **Configuring Optional Settings**

[Selecting Confirmation Settings](#)

[Selecting Sort Options](#)

[Selecting Print Options](#)

[Changing the Current Display Font](#)

### **Printing**

[Printing Database Files](#)

[Changing Printers and Printer Options](#)

### **Working with Databases**

[Creating New Databases](#)

[Opening Databases](#)

[Saving Databases](#)

[Saving Databases with a New Name](#)

## **File Menu Commands**

Use the [scroll bar](#) to see more commands.

### **New**

Creates a new database.

When you choose New, Music Manager lets you save changes to the current database.

Related Topics

[Creating New Databases](#)

### **Open**

Opens an existing database.

When you choose Open, Music Manager lets you save changes to the current database.

Related Topics

[Opening Databases](#)

### **Save**

Saves changes to the current database.

When you choose Save, the database remains open so you can continue working on it.

Related Topics

[Saving Databases](#)

### **Save As**

Saves a new or existing database.

You can:

- \* Name a new file.
- \* Save an existing database under a new name. The original remains unchanged.

Related Topics

[Saving Databases with a New Name](#)

### **Print**

Prints the current database.

Related Topics

[Printing Database Files](#)

### **Printer Setup**

Selects a printer for print operations and defines printer settings.

Related Topics

[Changing Printers and Printer Options](#)

### **Exit**

Closes the current database and exits Music Manager.

If the database is unsaved, Music Manager lets you save it before exiting.

## **View Menu Commands**

Use the [scroll bar](#) to see more commands.

### **Index**

Displays index number beside each record

Related Topics

[Displaying Record Indexes](#)

### **All**

Displays all the fields of a Music Manager record.

Related Topics

[Displaying all Record Fields](#)

### **Partial**

Displays a user specified selection of fields.

Related Topics

[Selecting Fields to Display](#)

### **Status Bar**

Displays the [Status Bar](#) at bottom of window

Related Topics

[Displaying the Status Bar](#)

## Record Menu Commands

Use the [scroll bar](#) to see more commands.

### **Add**

Adds a new record to the current database.

Related Topics  
[Adding Records](#)

### **Delete**

Deletes the selected record from the current database.

Related Topics  
[Deleting Records](#)

### **Edit**

Edits the selected record from the current database.

Related Topics  
[Editing Records](#)

## **Search Menu Commands**

Use the [scroll bar](#) to see more commands.

### **Find**

Searches for a user specified string in the current database.

Related Topics

[Searching Records](#)

### **Find Next**

Repeats the last search without opening the find dialog box.

Related Topics

[Repeating Searches](#)

### **Goto**

Goes to a specific record number in the database. This record becomes the current selection.

Related Topics

[Going to a Specific Record](#)



## Options Menu Commands

Use the [scroll bar](#) to see more commands.

### **Confirm**

Set options to allow Music Manager to confirm certain operations before performing them.

Related Topics

[Selecting Confirmation Settings](#)

### **Sort**

Sort the current database by specifying up to three levels of unique sorting.

Related Topics

[Selecting Sort Options](#)

### **Print**

Select Music Manger record fields to print on next print operation.

Related Topics

[Selecting Print Options](#)

### **Fonts**

Change the current display font, size and attributes.

Related Topics

[Changing the Current Display Font](#)

## **Help Menu Commands**

### **Index**

Displays the Music Manager index help.

### **Keyboard**

Displays the Music Manager keyboard help.

### **Commands**

Displays the Music Manager commands help.

### **Procedures**

Displays the Music Manager procedures help.

### **Using Help**

Displays the Windows General help.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

### **About Music Manager**

Display the copyright and version information on Music Manager.

## **Creating New Databases**

This option is only required for creating a new database if Music Manager is currently loaded with another database.

### **To create a new database:**

- \* Choose New from the File menu.

Related Topics

[Opening Databases](#)

## Opening Databases

### To open an existing database:

1. Choose Open from the File menu.
2. Move to the Directories list box and choose a directory by single clicking the selection.
3. Move to the Files list box and choose a file by single clicking the selection.
4. You can also type in the full path and filename in the edit box.
5. Choose OK to load the file or Cancel to abort the operation.

NOTE: Double-clicking produces the same effect as a single-clicked followed by OK.

Related Topics

[Creating New Databases](#)

[Saving Databases](#)

## **Saving Databases**

This options will save the current database loaded under the same name.

### **To save the current database:**

- \* Choose Save from the File menu.

Related Topics

[Saving Databases with a New Name](#)

[Creating New Databases](#)

[Opening Databases](#)

## **Saving Databases with a New Name**

### **To save the current database with a new filename:**

1. Choose Save As from the File menu.
2. To save the new file in a different directory, move to the Directories list box and choose a directory by single clicking the selection.
3. To save the new file under an existing file, move to the Files list box and choose a file by single clicking the selection.
4. You can also type in the full path and filename in the edit box. If no extension is given for the filename, Music Manager will use "MMD".
5. Choose OK to save the new file or Cancel to abort the operation.

### Related Topics

[Saving Databases](#)

[Creating New Databases](#)

[Opening Databases](#)

## Printing Database Files

### To print a database file:

1. Choose Print from the File menu.
2. Click on the Filename check box to have the filename printed as a header for the output.
3. Click on the Page check box to have the page number printed on the bottom of each page.
4. Select the Range:
  - To print the entire database, click on the All radio button
  - To print a range of records, click on the From radio button and enter the first record to print and the last record to print. (Hint: if you have the View Index set, each record will display an index number beside it)
5. Choose OK or Cancel to abort the operation.

The printed listing will contain only the fields selected for printing from the Options/Print configuration.

### Related Topics

[Changing Printers and Printer Options](#)

[Selecting Print Options](#)

## Changing Printers and Printer Options

### To change printers or printer options:

1. From the File menu, choose Printer Setup.
2. In the Printer box, select the printer you want to use from the list.
3. To set options specific to your printer driver, choose the Setup button, and set the options as needed.
4. In the Printer Setup dialog box, choose the OK button or Cancel to abort the operation.

NOTE: For specific information about the printer-driver options, choose the Help button or press F1 while using the Setup specific dialog box.

### Related Topics

[Printing Database Files](#)

[Selecting Print Options](#)



## Displaying Record Indexes

**To toggle display on/off for record index numbers:**

\* Choose Index from the View menu.

Related Topics

[Displaying all Record Fields](#)

[Selecting Fields to Display](#)

[Displaying the Status Bar](#)

## Displaying All Record Fields

**To display all the record fields:**

\* Choose All from the View menu.

Related Topics

[Displaying Record Indexes](#)

[Selecting Fields to Display](#)

[Displaying the Status Bar](#)

## Selecting Fields to Display

### To select fields to display:

1. Choose Partial from the View menu.
2. Click on the check boxes next to the fields to display.
3. Choose OK or Cancel to abort the operation.

Selecting all the fields in the dialog box results in the same operation as selecting All from the View menu.

### Related Topics

[Displaying Record Indexes](#)

[Displaying all Record Fields](#)

[Displaying the Status Bar](#)

## **Displaying the Status Bar**

The status bar displays a brief help description any time a menu item is highlighted. The status bar also displays status messages on long operations such as sorting, and reading/writing to files. The total record count is also continuously displayed on the status bar.

### **To toggle display on/off for the Status Bar:**

- \* Choose Status Bar from the View menu.

Related Topics

[Displaying Record Indexes](#)

[Displaying all Record Fields](#)

[Selecting Fields to Display](#)

## Adding Records

### To add a new record to a database:

1. Choose Add from the Record menu or press Ctrl-A. You can also press the Insert key from the keyboard. You can use your mouse to move to different fields by clicking when the mouse's cursor is in the desired field or by pressing the Tab key until the cursor appears in the desired field.
2. Enter the artist or band in the Artist field.
3. Enter the title in the Title field.
4. Enter the record label in the Label field.
5. Enter the music classification in the Class field.
6. Enter the media format in the Format field.
7. Enter the sort name in the Sort field. This field allows a unique field to be used for primary sorting. For example, if the artist name is "The Cars", instead of defining the artist field as "Cars, The", define as titled and then use the sort name field to define "Cars" as the sort name.
8. Enter the year the record was produced in the Year field.
9. The final field in the Add record dialog box is labeled "Keywords". This field is designed to allow the collection owner to define any unique keywords to associate with the record.
10. Choose Add to add the new record to the database. The Title bar will reflect the addition by incrementing the record counter.
11. To exit the dialog box, choose Done.

If sorting is set for automatic sorting, the new record(s) is added to the current database listing in the sorted order defined by the sort options. Otherwise, the record(s) is added to the end of the listing and sorted during the next sort operation.

Related Topics

[Music Manager Keys](#)

[Deleting Records](#)

[Editing Records](#)

## Deleting Records

### To delete an existing record in database:

1. Select the record to delete.
2. Choose Delete from the Record menu or press Ctrl-E. You can also press the Delete key from the keyboard.
3. If confirmation is set, a message box is displayed to verify the operation.
4. Choose YES to delete the record, NO to abort.

Related Topics

[Selecting Records](#)

[Music Manager Keys](#)

[Selecting Confirmation Settings](#)

[Editing Records](#)

## Editing Records

### To edit an existing record in database:

1. Select the record to edit.
2. Choose Edit from the Record menu or press Ctrl-E. You can also double-click on the line containing the record to edit. If the record is highlighted, pressing the Return key on the keyboard will also edit the record.
3. Update the information for the selected record.
4. Choose OK or Cancel to abort the operation.

Related Topics

[Selecting Records](#)

[Music Manager Keys](#)

[Deleting Records](#)

## Searching Records

You can find records by searching for a string that may be contained in a field of a record. Music Manager searches forward from the current selected record to the end of the listing. If the end of the listing is reached without finding the string a message is displayed.

### To search for a string in a record:

1. Choose Find from the Search menu.
2. Enter the string to search for.
3. To make the search case sensitive, click on the Case Sensitive check box.
4. To select the fields to search:
  - Click on the Fields button and the "Select Fields to Search" dialog is displayed.
  - Select only the fields you want the search to perform the operation on. Only the fields that are currently displayed are allowed to be selected. All others are greyed out.
5. Choose Ok to perform the search or Cancel to abort the operation.

Related Topics

[Repeating Searches](#)

[Moving Through a Database Listing](#)



## Repeating Searches

**To find the next occurrence of a string:**

\* Choose Find Next from the Search menu or press F3.

Related Topics

[Searching Records](#)

[Moving Through a Database Listing](#)

## Going to a Specific Record

### To go to a specific record:

1. Choose Goto from the Search menu.
2. Enter the index number of the record to jump to.
3. Choose Ok to goto the record or Cancel to abort the operation.

Related Topics

[Moving Through a Database Listing](#)

## Selecting Confirmation Settings

### To select confirmation settings:

1. Choose Confirm from the Options menu.
2. Click on the check box next to Confirm delete operations if you want to verify record deletions.
3. Click on the check box next to Confirm System settings if you want to be asked to save the current Music Manager settings when exiting the program.
4. Choose Ok to keep the settings or Cancel to abort the operation.

### Related Topics

[Selecting Sort Options](#)

[Selecting Print Options](#)

## Selecting Sort Options

### To select sort options:

1. Choose Sort from the Options menu.
2. Select the 1st key field by clicking on the radio button beside the field name. Select Ascending or Descending order.
3. Select the 2nd key field by clicking on the radio button beside the field name. Select Ascending or Descending order. Select None to ignore 2nd key field.
4. Select the 3rd key field by clicking on the radio button beside the field name. Select Ascending or Descending order. Select None to ignore 3rd key field.
5. Check the Auto Sort checkbox to perform sorts automatically after adding or editing records.
6. Choose OK or Cancel to abort the operation.

### Related Topics

[Selecting Confirmation Settings](#)

[Selecting Print Options](#)

## Selecting Print Options

### To select print options:

1. Choose Print from the Options menu.
2. Click on the check boxes next to the fields to print on the next print operation.
3. Choose OK or Cancel to abort the operation.

### Related Topics

[Selecting Confirmation Settings](#)

[Selecting Sort Options](#)

## **Changing the Current Display Font**

### **To change the current Display font:**

1. Choose Fonts from the Options menu.
2. Select the name of the new font from the Font Name list box.
3. Select the preferred size from the Size list box. Depending on the font, the Size list box may sometimes contain only one size and in a few cases no sizes.
4. Select the attribute preferences from the Font Style check boxes.
5. Choose OK to accept the new font preferences or Cancel to abort the operation.

NOTE: Each time a Font Name, Size, or Font Style is changed the sample window in the lower left part of the dialog box is updated to show what the display will look like.

## Moving Through a Database Listing

### To move through a database listing:

#### Using a Mouse:

- \* Use the arrows on the scroll bars to advance one line.
- \* Click above or below the thumbpositions located on the scroll bars to advance one screen.
- \* Move the thumbposition on the scroll bars to advance to any position in the listing

#### Using the Keyboard:

- \* Use the Up/Down arrows to advance one line.
- \* Use the PageUp/PageDown to advance one screen.

#### Related Topics

[Music Manager Keys](#)

[Selecting Records](#)

## Selecting Records

**To select a record in the current database:**

Mouse:

- \* Click on any field of the record to select.

Keyboard:

- \* Use the up/down arrow keys to move the selection highlighter.

Related Topics

[Moving Through a Database Listing](#)

[Music Manager Keys](#)



## **Exit**

Exit Music Manager Program.

## **About Music Manager**

Displays copyright, version number and other information about Music Manager.

**Using Help**

Displays the Windows General help.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

**Scroll Bar**

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box, which allow you to scroll within the window or list box.

**Status Bar**

The status bar provides dynamic help for all menu items as they are highlighted. The status bar also displays status messages on any operations that may take a few moments such as reading a file or sorting the database. The status bar also displays the total database size continuously.