

CATraxx User Manual

Version 9.44

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Part

1 Introduction

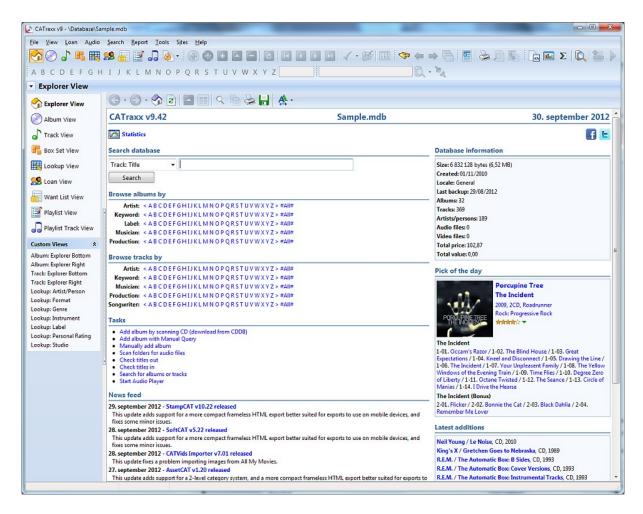
1.1 Getting started

CATraxx is a powerful music collector database program which will help you catalog a music collection of any kind, from vinyl records to CDs to MP3s. Automatically download CD data from the Internet, or scan your hard drive for audio files. A comprehensive set a data fields enables you to keep track of a wide range of information. With CATraxx, you are in control of your music collection.

The first time you start CATraxx, you see the "Welcome" screen. To open the sample database (Sample.mdb) click **Open Sample Database**. This database contains a few albums to help you familiarize yourself with the program. Before you can start cataloging your collection, you must create your own database [17].

The main CATraxx window is divided into three parts:

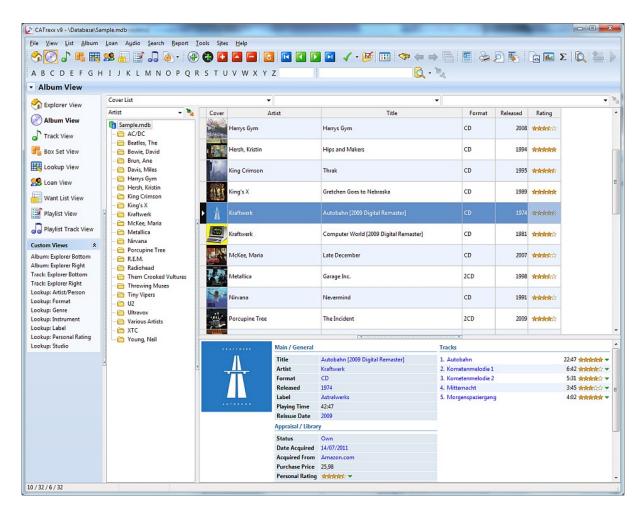
- 1. The menu/toolbar at the top of the window.
- 2. The view bar to the left.
- 3. The rest of the window is occupied by the active view. There are a total of 9 different views: Explorer View, Album View, Track View, Box Set View, Lookup View, Loan View, Want List View, Playlist View and Playlist Track View.



When you open a database, the program opens the Album View by default. To activate another view, click the view you want to activate in the view bar, select from the View button on the toolbar, or use the View menu.

For example, to activate the Explorer View, open the **View** menu and choose **Explorer View** (you can also press the **Ctrl+1** shortcut). The Explorer is a fully featured browser integrated into the main window that allows you to search/browse your collection.

You will probably use the Album View the most. This is the view you use when you want to add new albums. To active the Album View, choose **Album View** from the **View** menu (or simply press the **Ctrl+2** shortcut).



All views, except the Explorer view, utilize the same layout.

The main part of the view is occupied by the browse list, with the explorer pane below the list.

To the left of the browse list you see the grouping list, and above this, the drop-down list with available grouping definitions [84]. The grouping feature is used to determine which albums that are displayed in the browse list, and makes it possible to work with a subset of the database (for example, albums released by a specific artist).

Above the browse list, you see three drop-down lists:

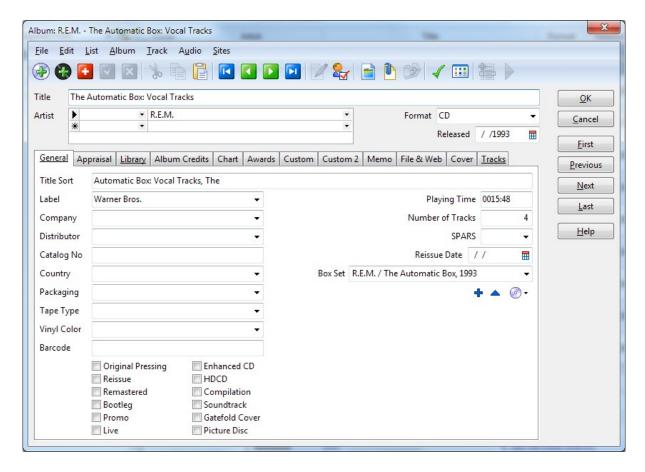
- The drop-down list to the left includes available list layouts 79. A list layout contains information about which fields to display in the album list. You can create as many list layouts as you want.
- The drop-down list in the middle includes available sort orders [81]. A sort order defines the order in which albums are displayed. The data in the database remains the same; only the way data is being displayed changes. **Note**: You can also change the sort order by clicking the header of the column you want to sort

on.

• The drop-down list to the right includes available filters 3. A filter is used to determine which albums that are displayed in the browse list, and makes it possible to work with a subset of the database (for example, live albums, or albums that are for sale).

To add a new album and manually enter the data, choose **Add** from the **Album** menu (or simply press the **Ctrl+N** shortcut). To download CD data from CDDB, insert the CD into the CD-ROM drive and choose **Add - Download from CDDB** from the Album menu (or press the **Ctrl+Y** shortcut).

To edit an album, simply double-click the album in the browse list. You see the 'Album Edit' window.



To edit the tracks on the album, click the **Tracks** tab and double-click the track you want to edit. To add a new track, click the **Add Track** button below the track list.

To close the data entry window, click the **OK** button (or choose **Close Window** from the **File** menu). All changes are automatically saved.

To catalog your audio files, choose Scan Folders: Add Audio Files from the Audio

menu. For more information, see Audio files 59.

For information on how to create your own playlists, see Playlists 67.

If you need support 3, don't hesitate to contact us. If you want to order CATraxx, please see our web site.

We hope you enjoy using CATraxx!

CD-related data through the Internet from the CDDB™ Music CD Database, Copyright 1999, 2000 CDDB, Inc. CDDB Client Software, Copyright 1999, 2000 CDDB, Inc.

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1.2 System Requirements

To run CATraxx you need

- Windows 7/Vista/XP
- 1 GHz processor or better
- 1 GB memory
- 40 MB available hard-disk space
- Minimum 1024x768 screen resolution

1.3 Add-Ons

CATraxx Importer

CATraxx Importer can import data from many applications, including Music Collector, Music Label and Music Library.

Report Archive Reader

This freeware program is used to read and print archived reports. Report archiving lets you store report output so that it can be previewed and printed later, without reaccessing the data from which the report was generated. While archiving is very useful for maintaining historical records, it can also be used as a method of report distribution. Feel free to give this application to friends or colleagues, who can then preview and print your archived reports.

For more information about the add-ons available for CATraxx, visit http://www.fnprg.com/catraxx/addons.html.

1.4 How to order CATraxx

For information on how to buy your own CATraxx license, visite our website.

Upgrade policy

Upgrades with the same major version number (for example from v9.00 to v9.10) are free. In addition, all new versions released within 6 months of your registration are free. There will be an upgrade fee for a new version with a new major version number (for example an upgrade from v9.30 to v10.00).

1.5 Support

Technical support is available by e-mail, or you can use the online support forum. Although we answer all questions, we give priority to registered users. Before you contact us, check out the help file first!

When reporting problems, the more information you can provide the better our response can be. If possible, include the following:

- What version of CATraxx are you running? You can determine this by choosing About from the CATraxx Help menu. Include the entire "version line"; for example 9.10.02.
- What version of Microsoft Windows are you running? For example, Windows 7 or Windows XP.
- Is the problem reproducible? If so, how?
- If you see a dialog box with an error message when the problem occurs, please include the complete error message.

E-mail

support@fnprg.com

Support Forum

http://www.fnprg.com/forum

1.6 Contacting FNProgramvare

All bug reports and suggestions are welcome.

E-mail

info@fnprg.com

World Wide Web

http://www.fnprg.com

Postal address

FNProgramvare Pb 721 Krapfoss N-1509 Moss Norway

Part III

2 Using CATraxx

2.1 Working with databases

2.1.1 About databases

The information about your music collection is stored in a database. A database is a file on your hard disk, with the extension .MDB, that contains all the information you have entered into the database.

For more information, see the CATraxx database 112.

2.1.2 Create a new database

1. Choose **New Database** from the **File** menu.

You see the 'New Database' window.

2. Select the database template you want to base the new database on.

In general, we recommend you select the **Standard** template.

3. Click OK.

You see the 'New Database - Specify File Name' window.

4. Select the drive and directory where you want to create the database.

In general, we recommend that you create the database in the **Database** folder. This folder is selected by default, unless the open database is located in another folder.

5. In the **File name** text box, type the name of the database.

The name should be one that easily reminds you of the information in the database, for example **My CD Collection** or **Music Library**. The file extension identifying the database, .MDB, is added automatically.

6. Click Save.

CATraxx creates the database and opens it. The file name of the database is displayed on the title bar of the main CATraxx window. You can now begin adding information.

If you want to organize your collection using only one database, then you do not have to think about databases again. CATraxx will always open this database when you start the application. If, however, you choose to organize your collection in a way that requires several databases, follow the steps above to create as many as you need. To switch from one database to another, see Open a database 12.

2.1.3 Open a database

To open a database, choose **Open Database** from the **File** menu and select the database file you want to open.

Note that CATraxx will automatically open the last database you had open the next time you start the program.

The last five databases you have had open are displayed at the bottom of the File menu (right above Exit). Simply select the database you want to open.

2.1.4 Password protect a database

CATraxx allows you to password protect your database to prevent unwanted users from opening the database. In addition to setting up a master password, which will give full access to the database, you can also set up a guest password. A guest will not be able to add, edit, or delete any information in the database.

1. Choose **Change Password** from the **File** menu.

You see the 'Change Password' window.

- 2. If the database is already password protected, specify the current master password in the **Master password/Current password** field.
- 3. Type the new master password in the **Master password/New password** field.

A password can contain any combination of letters, numerals, spaces, and symbols, and it can be up to 25 characters long. As you type the password, the program displays an asterisk (*) for each character you type.

- 4. Retype the new password in the **Master password/Verify new password** field.
- 5. If you would like to set up a guest password, fill in the Master password/
 Current password field (if a master password has already been set up), then
 type the new guest password in the Guest password/New password field, and
 retype the password in the Guest password/Verify new password field.

Note: You can check the **Log in as guest without password** box to add the ability for guests to log in without having to specify a password.

6. Click **OK**.

The **next time** you open the database you must specify a password.

When you create a password, write it down and keep it in a secure place. If you lose the password, you cannot open or gain access to the password protected database.

If you would like to remove the password protection, click the **Remove** button and enter the current master password.

2.1.5 Compact a database

As you change data in a database, the database file can become fragmented and use more disk space than necessary. Periodically, you can compact your database to defragment the database file. The compacted database is usually smaller.

To compact the database, choose **Compact Database** from the **File** menu.

2.1.6 Transfer data between databases

CATraxx lets you work with as many databases as you like. This means that you can split your collection into different databases and organize them to meet your needs. You can later merge existing databases.

You use the Transfer command to transfer information between databases. In addition to albums, you can also transfer lookup tables, field definitions, form layouts, and views setup between databases.

Choose **Transfer** from the **File** menu to open the Transfer window. Click the **Help** button if you need help about the various options in this window.

2.1.7 Backup database and restore backup

We recommended that you backup your database(s) on a regular basis, for example once a week. You should especially do a backup after adding many new albums. The backup can be used if some unusual event occurs which causes your database to become corrupt and non-recoverable.

The built-in backup feature will automatically backup your database to a standard zip file.

You can use the auto-backup feature to automatically backup the database when you close the database/exit the program. You activate the auto-backup feature in the Options window (**Tools / Options / Backup**).

Backup database

To backup a database, choose **Backup Database** from the **File** menu, and select the folder you want to save the backup file.

Restore backup

To restore a backup, choose **Restore Backup** from the **File** menu, navigate to the folder the backup file is located, select the backup file, then specify the folder you want

to restore the backup to.

Since the backup file is a standard zip file, you can also open the backup file with WinZip (or a similar program), and unzip the database file to the desired folder.

2.1.8 Repair corrupted database

If you get an error message when you try to open a database, use the Repair Database function to try to repair the database. The CATraxx database can become corrupted if the program is terminated while it is attempting to write to the database. This can happen when there is a power-failure or a computer hardware problem.

To repair a database, choose **Repair Database** from the **Tools** menu, then select the database file you want to repair.

2.1.9 Importing and exporting data

2.1.9.1 Overview

CATraxx lets you export data to various formats, including CDPlayer.ini, Excel files, HTML files, text files and XML files, in addition to the notes section on an iPod.

You can import data from both Excel files and text files.

For more import options, download CATraxx Importer from our web site. With this program you can import data from other database programs, including CD Trustee, Davilex Music Manager, Music Collector, Music Label, Music Library and OrangeCD. Let us know if you are using another music database application and you would like to import your data into CATraxx.

The user interface is the same in all import and export windows. The list to the left displays the saved import/export definitions. You can create as many definitions as you like. Simply click on the definition you want to open.

Create a new definition

To create a new definition, click the **Add** button above the list. You see the 'Add New' window. For more information about the various options in this window, click the **Help** button.

Clone definition

Click the **Clone** button to clone (create a copy of) the currently open definition. Specify a new name, then click **OK**.

Delete definition

Click the **Delete** button to delete the active definition. Confirm by clicking **Yes**.

Set options

Click the **Options** button to set various options

- AutoSave Determines whether changes are automatically saved or not.
- **Change Folder** This allows you to set the folder where the definitions files are stored.

Rename definition

Click the **Rename** button to rename the active definition. Specify the new name and click **OK**.

Save or cancel changes

To save any changes you have made, simply click the **Save** button . Note that this is not necessary if AutoSave is enabled.

To cancel any changes, click the Cancel button



2.1.9.2 Export to CDPlayer.ini

To open the 'Export to CDPlayer.ini' window, choose **Export / CDPlayer.ini** from the **File** menu.

From this window you can export CD information to CDPlayer.ini.

CDPlayer.ini is a file that is used to store CD information such as artist, title, and track titles. This file was originally generated by the default CD player that shipped with Windows 95. Since then, many other audio programs have adopted this standard and can read and write to this file.

Click the **Help** button for more information about the options on the General tab.

Click the **Export** button to start the export process.

2.1.9.3 Export to Excel

To open the 'Export to Excel' window, choose **Export / Excel** from the **File** menu.

This window has two tabs (three if you export albums): General and Fields (or General, Album Fields and Track Fields when exporting album data). Click the **Help** button for more information about the options on these tabs.

Click the **Export** button to start the export process.

2.1.9.4 Export to HTML

You can export data to a set of HTML pages you can upload to any web site. To open the 'Export to HTML' window, choose **Export / HTML** from the **File** menu, or click the

Export to HTML button on the toolbar.

When you create a new export definition you see the 'Add New' window. Here you must specify whether you want to create a 'Standard' or 'Code based' setup. Select 'Code based' if you want to manually create and edit the xsl templates.

If you select 'Standard', you have five tabs available in the export window (General, Index, List, Detail Page and Notes). If you select 'Code based', you only have two (General and Notes).

Click the **Help** button for more information about the options on these tabs.

To start generating the HTML pages, click the **Export** button. Make sure you have specified the correct output folder first.

Check the **Test mode** box to activate "test mode". This means that the program will only export the first three records. This is useful if you want to check the layout of the output without having to export all records.

Check this **Preview in browser when finished** box if you want the program to automatically launch your web browser with the index page loaded after the export process is completed.

2.1.9.5 Export to iPod notes

To open the 'Export to iPod Notes' window, choose **Export / iPod Notes** from the **File** menu.

This function will let you export a list of your albums to the notes section on your iPod. You can now always check which albums you already own when you shop. To access your database on the iPod, select the Notes menu entry, and then CATraxx.

The albums are automatically grouped by artist. You can export a simple list, or include a detail page for each album. You can easily set up which fields you want to export, and

a filter to limit which albums to export.

This window has two tabs: General and Detail Page. Click the **Help** button for more information about the options on these tabs.

Click the **Export** button to start the export process.

2.1.9.6 Export to text file

To open the 'Export to Text File' window, choose **Export / Text File** from the **File** menu.

This window has two tabs (three if you export albums): General and Fields (or General, Album Fields and Track Fields when exporting album data). Click the **Help** button for more information about the options on these tabs.

Click the **Export** button to start the export process.

2.1.9.7 Export to XML

To open the 'Export to XML' window, choose **Export / XML** from the **File** menu.

This window has two tabs: General and Fields. Click the **Help** button for more information about the options on these tabs.

Click the **Export** button to start the export process.

2.1.9.8 Import from Excel

To open the 'Import from Excel' window, choose **Import / Excel** from the **File** menu.

The first you need to do is to create a new import definition. In the 'Add New' window you must give the new import definition a name, and select the table you want to import data into. You can import data to any table, for example Album, Track, Want List, or any of the lookup tables (Artist/Person, Format, Genre, etc.).

This window has two tabs (three if you import albums): General and Fields (or General, Album Fields and Track Fields when importing album data). Click the **Help** button for more information about the options on these tabs.

Click the **Import** button to start the import process.

2.1.9.9 Import from text file

To open the 'Import from Text File' window, choose **Import / Text File** from the **File** menu.

The first you need to do is to create a new import definition. In the 'Add New' window

you must give the new import definition a name, and select the table you want to import data into. You can import data to any table, for example Album, Track, Want List, or any of the lookup tables (Artist/Person, Format, Genre, etc.).

This window has two tabs (three if you import albums): General and Fields (or General, Album Fields and Track Fields when importing album data). Click the **Help** button for more information about the options on these tabs.

Click the **Import** button to start the import process.

2.1.10 Customizing the database

2.1.10.1 Overview

CATraxx allows you to customize your database to suit your needs. Not only can you rename data fields and hide the fields you don't want to use, but you can also change the layout of all data entry windows. Perhaps you want to make the Artist field wider, or move the Reference No field to the General tab? Change fonts or colors? Add an image to spice up the look? No problem. You modify the layout of a data entry window in the Form Designer.

There are two ways to bring up the Form Designer; either from the 'Database Setup' window, or from the actual data entry window. You can also change field properties (field name, default value, etc.) from both the 'Database Setup' window and the Form Designer.

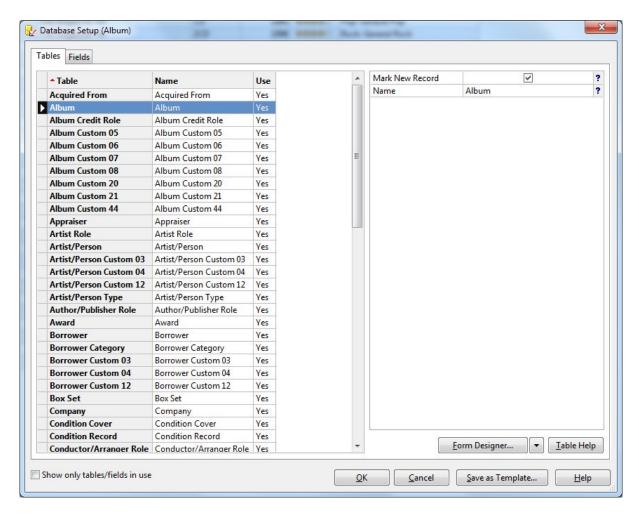
To open the 'Database Setup' window, choose **Database Setup** from the **Tools** menu. For more information, see The Database Setup window 18.

To open the Form Designer, either select the appropriate table in the 'Database Setup' window and click the **Form Designer** button, or choose **Form Designer** from the **File** menu in the data entry window. For more information on how to use the Form Designer, see The Form Designer 21.

2.1.10.2 The Database Setup window

To open the 'Database Setup' window, choose **Database Setup** from the **Tools** menu. The main part of this window is occupied by a tab control with two tabs: Tables and Fields.

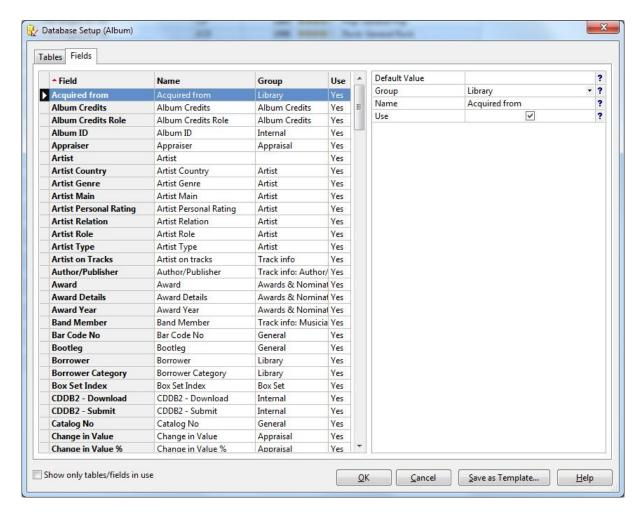
The list on the Tables tab gives you an overview of all *tables* in the database.



This list has three columns. The first column displays the default table name, the second column the active table name, and the last column indicates whether the table is in use or not.

You can change the sort order by clicking the heading of one of the columns. The properties list to the right displays the properties of the selected table. Context sensitive help is available for each property.

To edit the *fields* in the *selected table*, click the Fields tab.



The list on the Fields tab gives you an overview of all fields in the selected table. This list has four columns. The first column displays the default field name, the second column the active field name, the third column the field group, and the last column indicates whether the field is in use or not.

You can change the sort order by clicking the heading of one of the columns. The properties list to the right displays the properties of the selected field. Context sensitive help is available for each property.

When you want to modify a field, it is important that you select the correct table before you activate the Fields tab. For example, to modify the Version field in the Track table, *first* select the Track table on the Tables tab, *then* click the Fields tab to display the fields in the Track table.

You can save the database setup as a database template. This template can then be used when creating a new database. This is useful if you want to share the database setup with others.

2.1.10.3 The Form Designer

2.1.10.3.1 Overview

You use the Form Designer to modify the layout of data entry windows. You can add or remove data fields, move fields around, change the size of field controls, modify fonts or colors, etc.

Please note that you cannot create any *new* data fields.

To activate the Form Designer, either select the appropriate table in the 'Database Setup' window and click the **Form Designer** button, or choose **Form Designer** from the **File** menu in the data entry window.

Before you start modifying a form, we recommend you backup the original layout to a file by choosing **Save to File** from the **File** menu. If you later decide you want to revert to the original layout, you can load the form layout file with the **Load from File** command.

There are 7 object types you can add to a form:

Text	The text object is usually linked to a data field, but you can also use it, for example, to add a heading to the form.
	When you add a data field, the program will by default also add a corresponding text label. The text label is then linked to a data field by the Field property, and the actual field name is displayed (and automatically updated if you rename the field). You can override this by filling in the Text property if you want to display a different text.
Field	This is the form object you will use the most. When you add a data field, the user interface control for the selected field is added to the form. The control type depends on the actual type of field. For a standard text field (for example Title or Version) this is a text box, for a lookup field (for example Label or Format) this is a drop-down list, and for a checkbox field (for example Live or Bootleg) this is a checkbox.
Tab Control	The tab control is a set of pages used to create a multipage control. For more information on how to use the tab control, see How to use the tab control 23.
Group Box	Use the group box to group fields. All fields placed inside a group box is part of this box, and will move when you move the group box. If you delete the group box, all fields within are also deleted. You can give the group box a title by using the Title property. The title is displayed along the top edge of the group box.

Button	The button object allows you to add a button to the data entry form. The button will execute a specific action when you click it (for example save the changes and close the window, cancel the changes, or go to the next record). The action is determined by the button's Type property.
Line	The Line object will add a vertical or horizontal line. The orientation of the line is determined by the Orientation property.
Image	Add an image object if you want to add an image to spice up the look of the form. When you add an image object, you first see the 'Select Image File' window. Here you select image file. When you click Open, the image is added to the form. Note that the image is saved with the form layout.

2.1.10.3.2 Add a data field

You can add a field directly on the form itself, in a group box, or on a page in a tab control.

- 1. Click the **Field** button on the toolbar.
- 2. Click where you want to add the field.

You see the 'Insert Field' window.

- 3. Select the field you want to add to the form.
- 4. If you want the program to automatically add a corresponding text label that will display the name of the field, select either **Label/Left** or **Label/Top**.

If you do not want to add a text label, select Label/No label.

Note: A checkbox field does not have a corresponding text label.

5. Click **OK**.

CATraxx adds the field control where you clicked.

- 6. If you need to move or resize the field, see Move a form object 24 or Resize a form object 24.
- 7. If you want to edit the field properties, see Modify form or object properties 25.

2.1.10.3.3 How to use the tab control

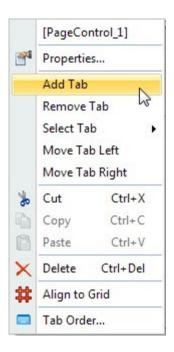
The tab control is a set of pages used to create a multipage control. You select a tab (page) by clicking one of the tabs that appear at the top of the control.

The use of a tab control is especially useful if you are working with many data fields that can be grouped into two or more categories. You will probably only add one tab control to a form (although you can have several tab controls on the same form). You can add as many tabs (pages) as you like to a tab control.

To add a tab control to the form, click the **Tab Control** button on the toolbar, ther click where you want to add the tab control.

To resize the tab control, first click to select it, then drag the control's surrounding sizing handles to increase or decrease the size.

To add a tab, right-click the tab control and choose **Add Tab** from the popup menu.



To remove a tab, activate the tab you want to remove, then right-click and choose **Remove Tab** from the popup menu.

You can change the ordering of the various tabs by using the **Move Tab Left** and **Move Tab Right** functions available on the popup menu.

To rename the tabs, right-click and choose **Properties**, then specify the tab titles under the **Tab titles** heading.

If you leave a tab title empty, the program will automatically fill in the name of the

first field on the tab when you open the data entry window.

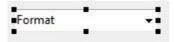
2.1.10.3.4 Select form object

To do certain things with an object (change the font, move it, resize it, etc.), you first have to select it. Select means to point to the object with the mouse and then to click the left mouse button.

To select a single object

Click on the object.

Sizing handles appear around the object to indicate that it is selected.



Selecting multiple objects

Hold down the **Shift** key and click on the objects you want to select.

Handles appear on each selected object. You can then move or delete the objects as a group. You can also change the font or text formatting for all selected objects in one operation.

2.1.10.3.5 Move form object

- 1. Select the object(s) 24 you want to move.
- 2. Click on the object with the mouse, and drag it to the new position.

If multiple objects are selected, click on one of the objects and drag.

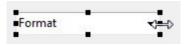
You can move the selected object(s) one pixel at a time by holding down **Ctrl** while you use the arrow keys.

You cannot drag an object from one tab to another tab on a tab control. You must copy the object to the clipboard, activate the other tab, and then paste the object onto this tab. For more information, see Move a form object to another tab [25].

2.1.10.3.6 Resize form object

- 1. Select the object 24 you want to size.
- 2. Drag the field's surrounding sizing handles to increase or decrease the size of the

object.

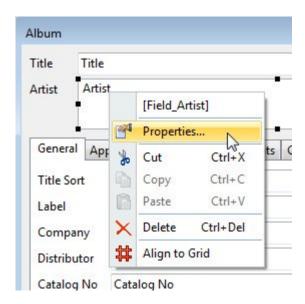


You can resize the object one pixel at a time by holding down **Shift** while you use the arrow keys.

The height of text boxes and drop-down lists is always based on the actual font size and cannot be changed.

2.1.10.3.7 Modify form or object properties

To modify either the form properties, or the properties of a form object, right-click the form background or the form object, and choose **Properties** from the popup menu.



2.1.10.3.8 Move a form object to another tab

You cannot drag an object from one tab to another tab on a tab control. You must copy the object to the clipboard, activate the other tab, and then paste the object onto this tab.

- 1. Select the object(s) 24 you want to move to another tab.
- 2. Choose Cut from the Edit menu.

CATraxx copies the object to the clipboard, and removes the object from the tab it was located on.

3. Activate the tab you want to add the object to.

4. Right-click where you want to paste the object(s) on the clipboard, and choose **Paste** from the popup menu.

2.1.10.3.9 Delete form object

- 1. Select the object 24 you want to delete.
- 2. Choose **Delete** from the **Edit** menu (or press the **Ctrl+Del** shortcut).

2.1.10.3.10 How to set the tab order

The tab order is the order in which controls are activated when you press the Tab key to move from control to control in the data entry window. The control with the Tab order value of 0 is the control that has the focus when the form first appears.

Initially, the tab order is always the order in which the controls were added to the form. The first control added to the form has a Tab order value of 0, the second is 1, the third is 2, and so on.

Fields placed on a tab page, or within a group box, have their own tab order.

If you want to use the Tab key to move from field to field, it is important that the tab order is correct for the cursor to move in a logical order.

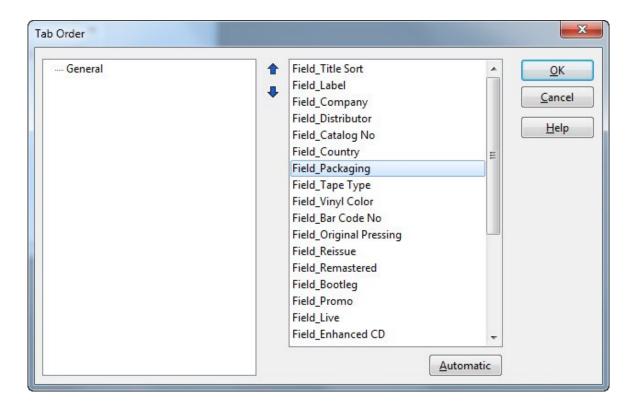
There are three ways to update the tab order:

- Right-click a form control and choose **Properties** from the popup menu, then manually update the Tab Order property.
- Update the tab order in the 'Tab Order' window.

To activate this window, either choose **Edit Tab Order** from the **File** menu (to update the tab order of all controls on the form), or right-click a tab page and choose **Edit Tab Order** from the popup menu (to edit the tab order of only the controls on this tab page).

The main part of this window is occupied by two lists. You select 'container' control from the list to the left. A container control is a special control that can contain other controls, and is either the form itself, a tab page of a tab control, or a group box. The tab numbering is separate for each container control.

The list to the right displays the controls in the selected container control. The order of the controls corresponds to the current tab order. To automatically update the tab order of these controls, click the **Automatic** button.



• Let the program automatically update the tab order of all form objects. For more information, see The Auto Update Tab Order function [27].

2.1.10.3.11 The Auto Update Tab Order function

Choose Auto Update Tab Order from the File menu. Confirm by clicking Yes.

CATraxx automatically updates the tab order of all objects on the form.

Sometimes the program may be unable to correctly set the tab order of all fields (this depends on the actual layout of the fields; left and top positions as well as width and height). You then have to manually 'fine tune' the tab order in the 'Tab Order' window.

2.1.10.3.12 The Auto Update Groups function

Each data field has a Group property which is used in lists where you choose a field (for example when creating a report or a sort order) to group the fields in the list.

By default, the group corresponds to the tab the field is located on in the data entry window. If you move a field from one tab to another, we recommend you update the Group property of the field.

You can do this by right-clicking the field and choosing Properties from the popup menu to manually modify the Group property, or you can use the Auto Update Groups function:

Choose **Auto Update Groups** from the **File** menu. Confirm by clicking **Yes**.

2.1.10.3.13 The Auto Update Use Property function

If you add a field to the form, or remove a field, you should also update the Use property of the field. This property indicates whether the field is 'in use', or not.

Only fields that are considered to be in use are shown in lists where you select a field (for example when creating a report, a sort order, or when searching). Use the Auto Update Use Property function to automatically update the Use property of all fields in the table.

Choose **Auto Update Use Property** from the **File** menu. Confirm by clicking **Yes**.

2.2 Data entry

2.2.1 Types of information

CATraxx stores several types of information:

• Albums. You can enter information such as artist, title, format, label, catalog number, purchase price, genre, reference number, etc. "Album" is a general term that can mean a CD, a LP, a vinyl single, a digital album, and so forth. An album can contain an unlimited number of tracks.

You work with albums in the Album View.

• **Tracks**. You can enter information such as artist, title, songwriters, producers, musicians, lyrics, etc. "Track" is a general term for any song, movement, or work that is contained within an album.

You work with tracks in the Track View.

Note: To add new tracks, bring up the 'Album Edit' window for the album containing the tracks, and add tracks via the track list.

• **Box sets**. A box set allows you to link multiple albums together. You can enter information such as artist, title, release date, and notes.

You work with box sets in the Box Set View.

• Lookup tables. Lookup tables are lists that contain information linked to data fields, for example the Artist, Format or Label lists. When you modify an entry in a lookup table, for example to fix a typing error, the change will be reflected in all data fields that are linked to this lookup table.

You work with lookup tables in the Lookup View.

Select the lookup table you want to edit from the View button on the toolbar.

Explorer View	Artist/Person Custom 12	Music Chart
Album View	Artist/Person Type	Owner
Track View	Author/Publisher Role	Packaging
Box Set View	Award	Personal Rating
Lookup View	Borrower	Playlist Category
Loan View	Borrower Category	Playlist Created by
Want List View	Borrower Custom 03	Playlist Status
Playlist View	Borrower Custom 04	Production Role
Playlist Track View	Borrower Custom 12	Sound
0.000	Company	SPARS
Acquired From	Condition Cover	Status
Album Credit Role	Condition Record	Studio
Album Custom 05	Conductor/Arranger Role	Studio Role
Album Custom 06	Country	Таре Туре
Album Custom 07	Distributor	Tour
Album Custom 08	File Link Type	Track Custom 04
Album Custom 20	Format	Track Custom 05
Album Custom 21	Format Group	Track Custom 06
Album Custom 44	Genre	Track Custom 18
Appraiser	Instrument	Track Custom 19
Artist Role	Insurance	Track Custom 42
Artist/Person	Keyword	Venue
Artist/Person Custom 03	Label	Vinyl Color
Artist/Person Custom 04	Location	Web Link Type

• Loan data. This includes both albums that currently are on loan, and the complete loan history.

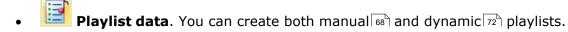
Open the Loan View to look at the loan history.

To get an overview of albums current out on loan you can also use the Album View (select the On Loan filter).

• Want list. The want list allows you to keep track of albums you have on your want list. You can enter information such as artist, title, format, release

date/year, label, catalog number, order date, and price.

You edit the want list from the Want List View.



Open the Playlist View to work with playlists. You add tracks to playlists from both the Album View and the Track View. You can also edit manual playlists from the 'Manual Playlists' window.

Open the Playlist Track View to browse all tracks on manual playlists.

2.2.2 Edit albums

You add, edit and delete albums from the Album View.

Add new albums

To manually add a new album, click the **Add** button on the toolbar. This will open the 'Album Edit' window.

To download data from CDDB, insert the CD into the CD drive, then click the Add -

Download from CDDB button on the toolbar.

To download data from the Internet using the Manual Query, click the Add - Manual

Query button on the toolbar. You see the 'Manual Query' window. Here you enter the artist name and/or the title/UPC code, select the site you want to query, then click the **Search** button. Select the album you want to download, then click the **Add** button to add the album to the database.

Edit albums

Select the album you want to edit in the album list, and either click the **Edit** button on the toolbar, or simply double-click the album. This will open the 'Album Edit' window in edit mode.

Delete albums

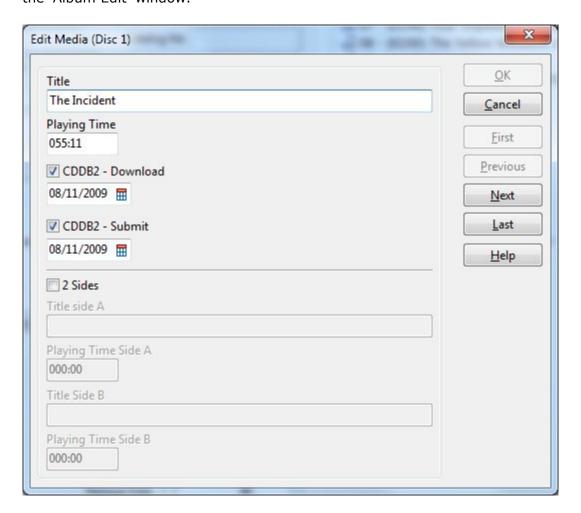
Select the album you want to delete in the album list, then click the **Delete** button on the toolbar. You can also press the **Ctrl+D** shortcut. Confirm that you really want to delete the album by clicking **Yes**.

If you have selected 18 more than one album, all selected albums will be deleted.

2.2.3 Edit album media

You can edit album media (disc titles, etc.) from the 'Edit Media' window.

To open the 'Edit Media' window, click the **Edit Media** button below the track list in the 'Album Edit' window.



2.2.4 Edit tracks

You add, edit and delete tracks on a specific album from the 'Album Edit' window. You can also edit tracks from the Track View.

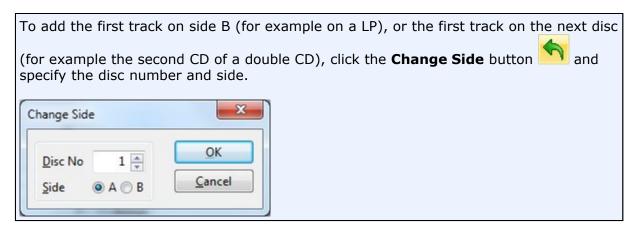
Add new tracks

Open the 'Album Edit' window, and click the **Add Track** button below the track list.



You see the 'Track Template' window. Here you can specify information that is relevant to all, or most of, the tracks on the album (for example artist, songwriters and musicians). Click **OK**. You see the 'Track Edit' window, and can start entering information.

To add the next track on the album, click the **Add** button on the toolbar in the 'Track Edit' window (or simply press the **Ctrl+N** shortcut). When you have added all the tracks on the album, click **OK** to close the 'Track Edit' window.



Edit tracks

To edit a track from the 'Album Edit' window, simply double-click the track you want to edit in the track list.

You can also edit tracks from the Track View.

Delete tracks

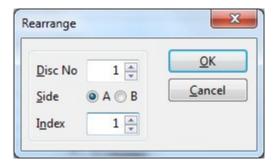
Locate the album that contains the track you want to delete, open the 'Album Edit' window, select the track in the track list, then click the **Delete Track** button below the track list. Confirm by clicking **Yes**.

To delete multiple tracks, first select (click while you hold down the **Ctrl** key) the tracks you want to delete, then click the **Delete Track** button.

Rearrange the order of the tracks

To rearrange the track order, simply use drag-and-drop in the track list in the 'Album Edit' window. Select the tracks you want to move, and then drag it to the new position.

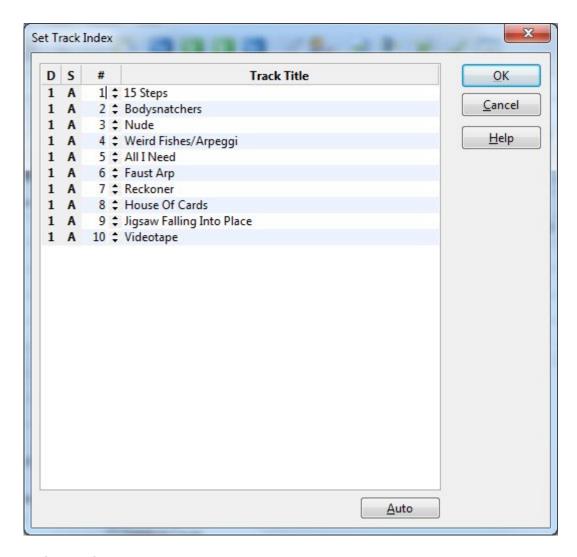
You can also rearrange tracks from the 'Track Edit' window. Choose **Rearrange** from the **Track** menu to open the Rearrange window.



Here you specify the new disc no, side and index number for the selected track.

If you move the track to a new disc/side, CATraxx will ask you if you also want to transfer the rest of the tracks on the same disc/side.

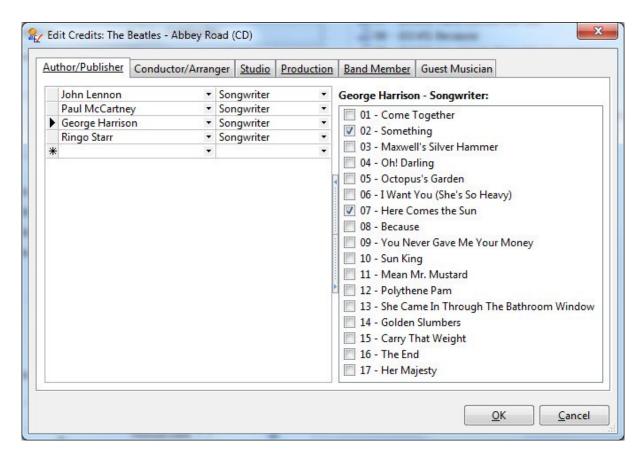
If you would like to manually set the track index only (not change the item and side), choose **Set Track Index** from the **Track** menu. From the 'Set Track Index' window you can set the track index for all tracks on the album.



2.2.5 Edit credits data

You use the 'Edit Credits' window to register credits information like songwriters, studios, producers, and musicians. Here you can edit credits information for all tracks on the album.

To open the 'Edit Credits' window, click the **Edit Credits** button on the toolbar in the 'Album Edit' window.



Click the tab containing the data you want to edit. You enter names and roles in the list to the left. The list to the right displays which tracks the person, or studio, is linked to.

By default, all tracks are checked. Simply check and uncheck the tracks as needed. Right-click the track list and choose from the popup menu to check or uncheck multiple tracks.

John Lennon - Songwriter:



You can use the following shortcuts:

- Space Check or uncheck the selected track
- Alt+1 Check All
- Alt+2 Uncheck Al
- Alt+3 Invert
- Alt+4 Check Disc (only applies to multi-disk albums)
- Alt+5 Uncheck Disc (only applies to multi-disk albums)

2.2.6 Track templates

A track template allows you to specify information that is relevant to all tracks (or most of the tracks) on the album. The information you specify is automatically used when you add new tracks to the album. You can save a track template to a file and reuse it later.

You can also use a track template to register track information after all tracks are added to the album. For example, if you only specified song titles when you originally registered the album, you can assign a track template to the tracks on the album at a

later time. This allows you to register information for all tracks on the album in one operation.

You can also register credits information (songwriter, producer, musician, etc.) in the 'Edit Credits' window. You will probably find this easier than to use templates when registering credits information. For more information, see Edit credits data [31].

Modifying the active template

1. Choose **Template** from the **Track** menu (you can do this from both the 'Album Edit' and the 'Track Edit' window).

You see the 'Track Template' window.

- 2. Modify the template information as necessary.
- 3. Click **OK**.

The updated template is activated, and is automatically used when you add new tracks to the current album.

Assigning a track template to tracks

- 1. Choose **Template** from the **Track** menu (you can do this from both the 'Album Edit' and the 'Track Edit' window).
- 2. Modify the template information as necessary.
- 3. Click the **Assign to Tracks** button on the toolbar.

You see the 'Assign Template to Tracks' window.

4. Select the tracks you want to assign the template to.

Note: You can click and drag up or down to select multiple tracks.

5. Click the **OK** button to assign the template to the selected tracks.

2.2.7 Copy track data

The Copy Track Data function will copy data from one track to another. From the Track Edit window, you can copy data to the track you are editing. From the Track View, you can copy data to multiple tracks in one operation.

Which fields that are copied depends on the template you select. The default template will copy all fields, except Artist, Length and Audio/Video file links. To set up your own templates, choose **Options=>Copy Track Data** from the **Tools** menu. You can create as many templates as you like (you can for example have one template that will copy

all data, one that will copy only songwriters, etc.).

Track Edit window - Copy data to the currently selected track

- 1. Open the 'Track Edit' window with the track you want to copy data to (the target track).
- 2. Click the **Copy Track Data** button on the toolbar if you have not set up any custom templates. Or, click the drop-down button and select template from the drop-down menu.

You see the 'Copy Track Data' window.

- 3. Select the track you want to copy data from (the source track).
- 4. Click the **OK** button, then confirm by clicking **Yes**.

Track View - Copy data to multiple tracks

- 1. Open the Track View.
- 2. Select 78 the tracks you want to copy data to (the target tracks).
- 3. Select **Copy Track Data** from the **Track** menu if you have not set up any custom templates. Or, open the sub-menu and select the template you want to use.

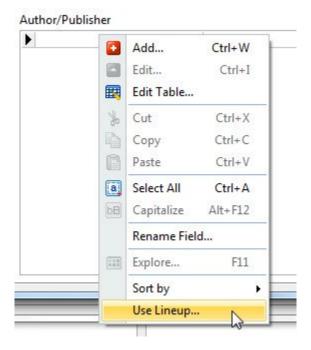
You see the 'Copy Track Data' window.

- 4. Select the track you want to copy data from (the source track).
- 5. Click the **OK** button, then confirm by clicking **Yes**.

2.2.8 Use lineup information

CATraxx lets you specify members of a group (the lineup). You can use the lineup information when you register credits information like songwriters, producers, and musicians. This is a great time saver. For more information on how to enter the lineup information, see Enter lineup information for artists 45.

1. Right-click the relevant field, for example Author/Publisher, and choose **Use Lineup** from the popup menu.



You see the 'Use Lineup' window.

2. Specify when the album/song was recorded, and click **OK**.

CATraxx fetches the relevant lineup information (the persons that were members of the group when the album/song was recorded, instruments are included if you are registering musicians) and adds it to the data field.

2.2.9 Edit box sets

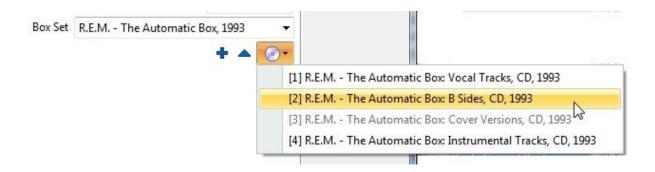
A box set allows you to link multiple albums together. You can create a new box set from either the Box Set View, the Album View, or the 'Album Edit' window.

Edit box set in the 'Album Edit' window

To create a new box set from the 'Album Edit' window, click the **Add Box Set** button below the Box Set field. This will open the 'Box Set Edit' window.

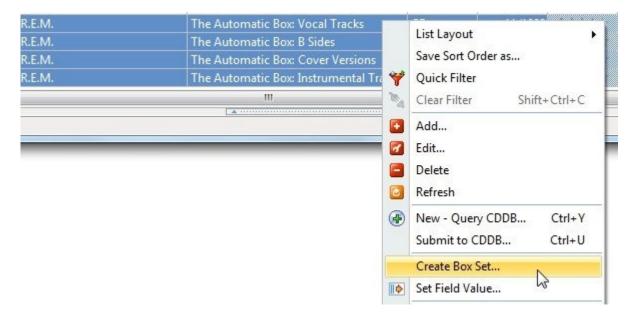
To link the album to an existing box set, simply select the box set from the Box Set field drop-down list.

To go to one of the other albums in the box set, click the **Album** button and select from the menu.



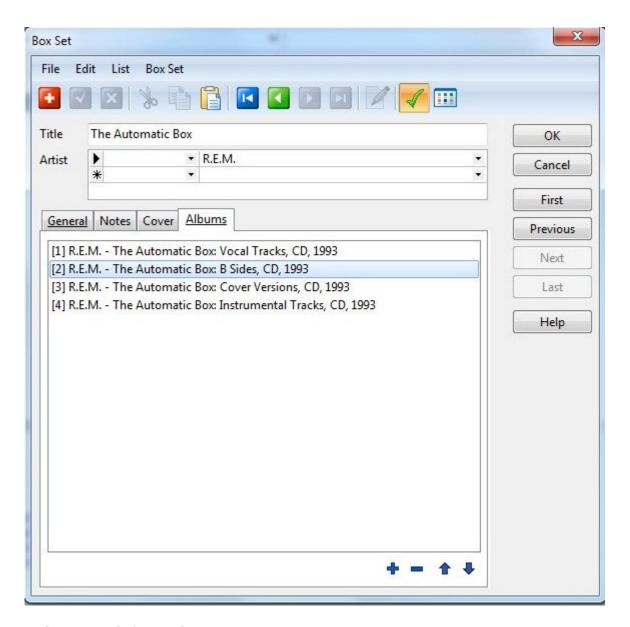
Create a box set in the Album View

Select all albums in the box set in the Album View list, then right-click and choose **Create Box Set** from the popup menu.



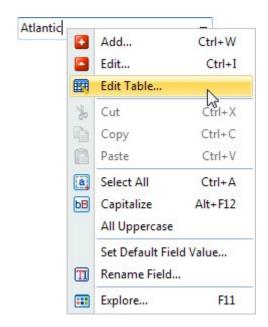
Manage box sets in the Box Set View

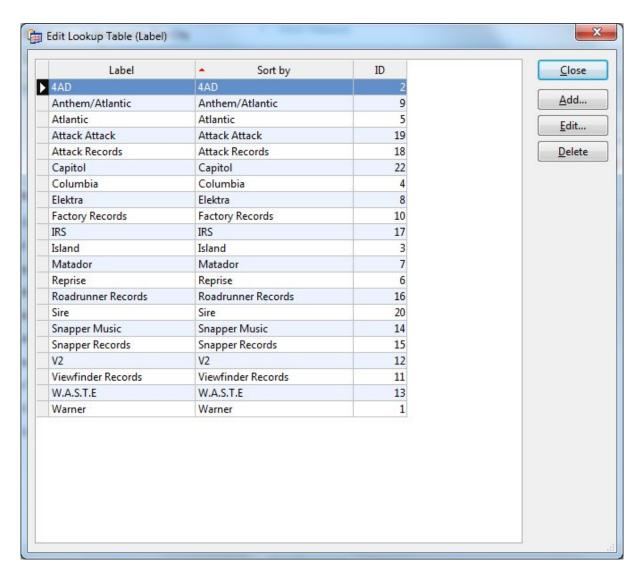
From the Box Set View you can manage all box sets. Here you can also add new albums to a box set, remove albums, or rearrange the album order.



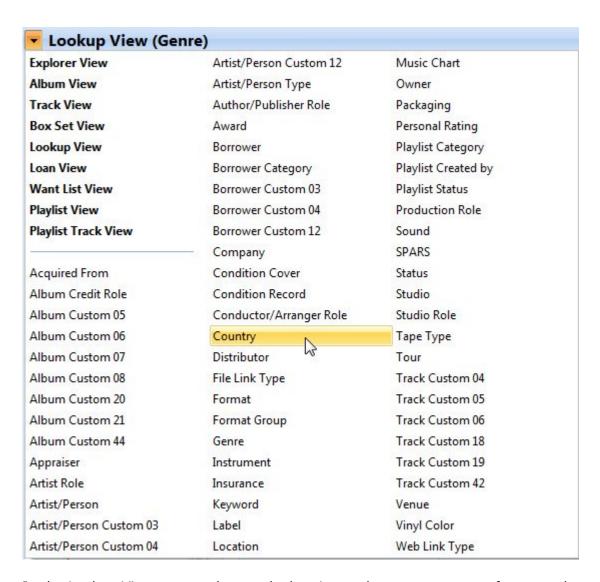
2.2.10 Edit lookup information

You can edit lookup tables from both the Lookup View, and the 'Edit Lookup Table' window. To open this window, right-click a data field linked to a lookup table (for example Label), and choose **Edit Lookup Table** from the popup menu.





If you prefer to use the Lookup View, select the lookup table you want to edit from the View button on the toolbar.



In the Lookup View you can browse lookup items the same way you, for example, browse albums in the Album View.

From both the Lookup View and the 'Edit Lookup Table' window you can add, edit and delete lookup items.

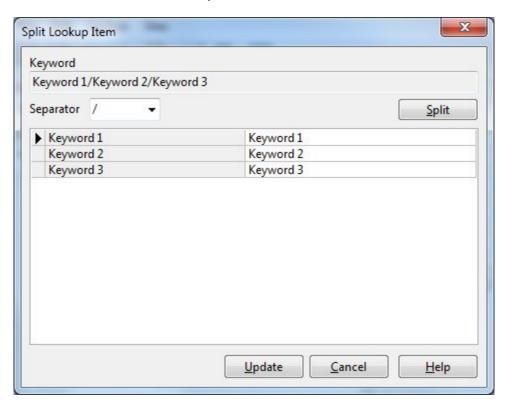
2.2.11 Split a lookup item

After you have downloaded disc data from CDDB, or added audio files by scanning folders, you may end up with a lookup item you need to split up into multiple items. This is easy, just follow this procedure:

- 1. Bring up the data entry window for the lookup item you want to edit.
- 2. Click the **Split** button en the toolbar.

You see the 'Split Lookup Item' window.

- 3. Specify the separator you want to use when splitting up the text, then click the **Split** button.
- 4. CATraxx adds the new lookup values to the list below.



You can now edit the new lookup values before you save the changes to the database.

5. Click the **Update** button to save the changes.

CATraxx adds the new lookup items to the lookup table, then updates all data fields linked to this lookup table.

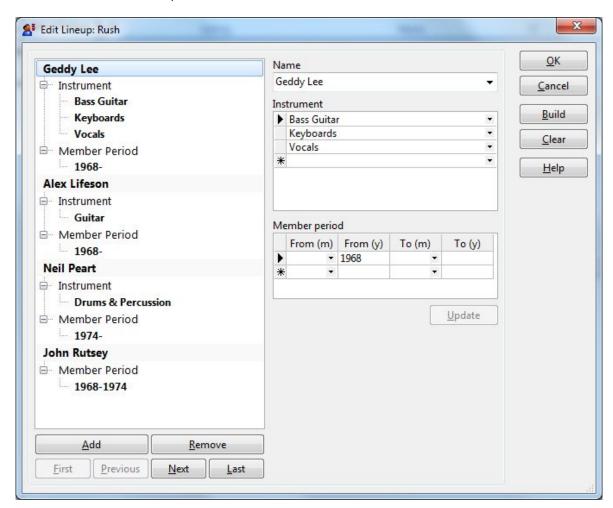
Please note that single item lookup fields (for example Format) will only contain the value on the first row in the list after you have used the Split function. For example, if you split up "CD & DVD" into two separate items ("CD" and "DVD"), all albums where the format was set to "CD & DVD", will now have the format "CD".

2.2.12 Enter lineup information for artists

CATraxx lets you specify members of a group. This information is called the lineup. You can use the lineup his information when you register credits information like songwriters, producers, and musicians. This is a great time saver!

- 1. To edit the lineup you must first open the 'Artist/Person Edit' window. You can do this from the Lookup View, or simply right-click an artist name in the Artist field and choose **Edit** from the popup menu.
- 2. Click the **Edit Lineup** button on the toolbar, or click the **Edit Lineup** button on the General tab.

You see the 'Edit Lineup' window.

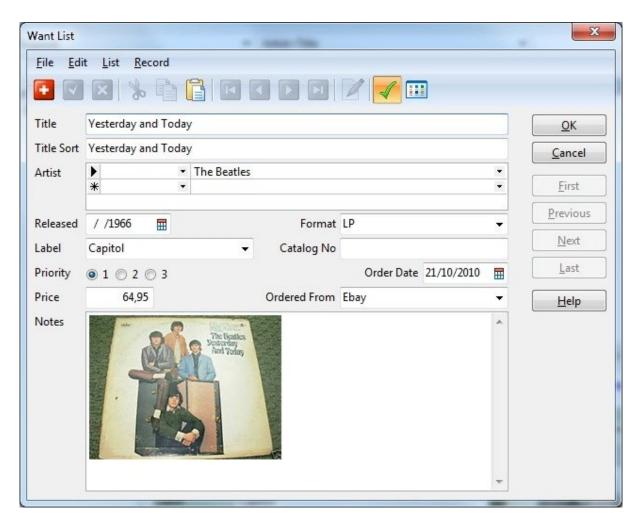


Click the **Help** button for more information about the various options in this window.

3. When you are finished editing the lineup, click the **OK** button to save the changes and close the window.

2.2.13 Edit the want list

You use the want list to keep track of albums you have on your want list. You can track basic information like artist, title, format, release date/year, label, catalog number, order date, and price. You can also add your own notes.



To add an album on your want list to your collection, choose **Add to Collection** from the **Want List** menu. This will open the 'Album Edit' window.

To download disc data from CDDB, insert the CD into the cd drive and choose **Update - Download from CDDB** from the **Album** menu.

For media other than CD, use the Manual Query to download data (**Update - Manual Query** from the **Album** menu).

To download the cover art, choose **Download Cover Art** from the **Album** menu.

2.2.14 Edit images

CATraxx allows you to store up to 9 images with each album, box set and artist/person. You can enter notes for each image.

You can either store images in the database, or link to external image files. Linking to external image files will keep the size of the database down, and give better performance. You can change this setting from the Options window

(Tools=>Options=>Multimedia), or by right-clicking the image field in the data entry window and selecting from the popup menu ("Store Images in Database" or "Link to Image Files"). To "extract" images stored in the database and save them as external files, click 'Extract images' in the 'Database Maintenance' window. To load external images and store them in the database, click 'Load external images' in the 'Database Maintenance' window.

Select image

To select one of the other 9 images, simply click the corresponding button:



Add a new image

To add a new image, click the **Insert Image/Link to Image File** button Select image file, and click **Open**.

Instead of loading an image file, you can paste the image from the clipboard by rightclicking the image field and choosing **Paste** from the popup menu.

You can also drag an image from your web browser and drop it on the image field.

Download cover art

To download cover art from the Internet, open the 'Album Edit' window and choose **Download Cover Art** from the **Album** menu.

As long as the 'Automatically download cover art' setting is activated in the Options window, CATraxx will automatically download cover art (if available) when you download disc data from CDDB, or use the Manual Query function.

Scan image

If you have a TWAIN compatible scanner, you can use the Acquire Image from Scanner

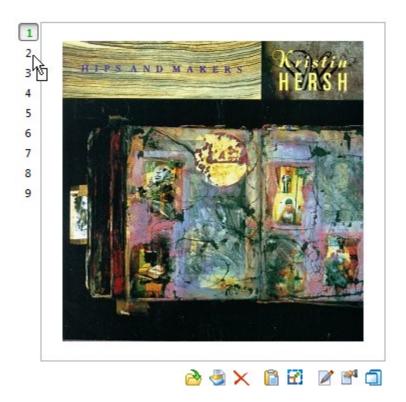
function to scan the image directly into the image field.

To scan the image, click the **Acquire** button . This passes control to your scanner's Twain software. Follow the instructions you see on the screen.

If you have selected to store images externally, you see the 'Save Image' window. Specify a filename, then click the **Save** button.

Rearrange images

You can easily move an image from one of the image slots to another. Click on the image, and while you hold down the mouse button, drag the image to the button corresponding to the image slot you want to move the image to.



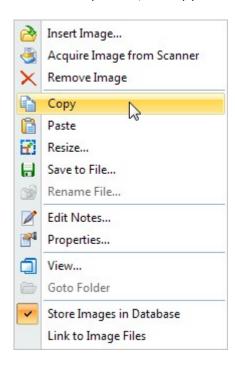
Remove an image

Click the Remove Image button X.

Confirm by clicking **Yes**. If you have linked to an external image file, select whether you want to only remove the link to the image file, or also delete the file.

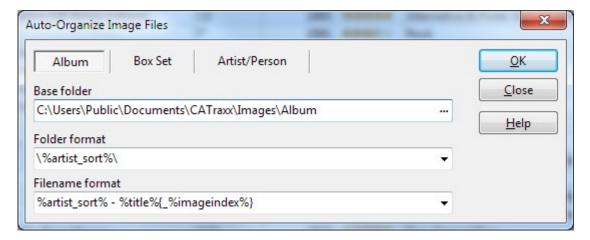
The popup menu

Right-click the image field to open a popup menu with various options. From this menu you can resize the image, open the folder containing an external image, paste an image from the clipboard, or copy the image to the clipboard.



Auto-Organize image files

You can automatically organize external image files into a folder structure and filename format of your choice. To use this feature, choose Auto-Organize Image Files from the Tools menu.



If you have selected "Link to Image Files", these settings are also used when you download images from the Internet, paste an image into an image field, drag an image

to an image field, use the "Extract Images" feature, etc.

Locate Missing Image Files

If CATraxx is unable to locate external image files because you have moved the files you link to from your database, you can use the Locate Missing Image Files function available on the Tools menu. This will scan the specified drive/folder (select "My Computer" to scan all drives) and attempt to locate the missing image files.

2.2.15 The Set Field Value function

To set the value of a data field, regardless of the current field value, for multiple records, use the Set Field Value function (this works differently from the Search & Replace function where you replace a specific value with another value).

1. Right click the browse list and choose **Set Field Value** from the popup menu.

You see the 'Set Field Value - Select Field' window.

Note: If you right-click the *heading of a column*, the program will bypass the 'Select Field' window and let you update the field you right-clicked.

- 2. Select the field you want to update, then click **OK**.
- 3. You see the 'Set Field Value: [Field Name]' window.

Select whether you want to update all records (albums, tracks, artists, etc.), the marked records (76) or the selected records (78) in the browse list.

- 4. When updating a multivalue field, for example Genre or Keyword, you can check the **Remove existing data** box if you want to remove all existing data in this field before the new field value is saved.
- 5. Specify the new field value, click **OK**, then confirm by clicking **Yes**.



When you update a multivalue field (for example Genre or Keywords), the new field value is added to the existing lookup items if you do not check the 'Remove existing data' box.

2.2.16 Using the CDDB service

CATraxx allows you to both download information about new CDs you add to your database, and to update existing CDs you have previously added.

Downloading disc data from CDDB is easy. All you need to do is insert the CD into the CD drive, and let CATraxx scan the CD. CATraxx will then connect to CDDB and download the disc data.

Note that it is not possible to download disc data from CDDB unless you have the original CD.

Download disc data

- 1. Insert the CD into the CD drive
- 2. Choose **Add Download from CDDB** from the **Album** menu in either the main window or the 'Album Edit' window.
- 3. CATraxx scans the CD, connects to CDDB, and searches for the CD.

You see the 'CDDB Disc Information' window.

4. Click **OK** to add the CD to the database.

If you want to add the second CD (or third, etc.) in a multi-disc set, click the **Add CD - Download from CDDB** button below the track list in the 'Album Edit' window.

Update existing albums

- 1. Open the 'Album Edit' window, and choose **Update Download from CDDB** from the **Album** menu.
- 2. CATraxx connects to CDDB, and searches for the CD.

You see the 'CDDB Disc Information' window.

- 3. Click **OK** button to update the database.
- 4. If you are updating a multi-disc set, CATraxx will repeat step 2 for the rest of the CDs in the disc set.

Submit disc data to CDDB

All information in the CDDB database was submitted by users like you. If you have any CDs that are not already in the database, you are encouraged to type the information manually and then submit it for use by others.

You are also encouraged to submit CDs if you have manually added credits information like songwriters, producers, and musicians.

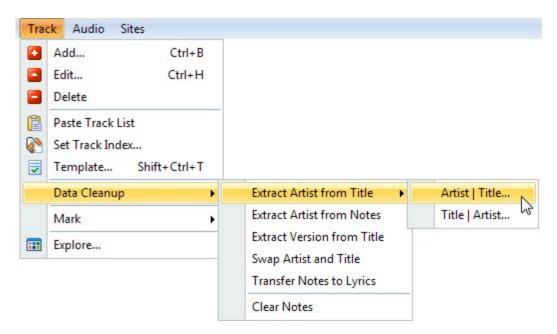
1. Open the 'Album Edit' window, and choose **Submit to CDDB** from the **Album** menu.

You see the 'CDDB Disc Information' window.

- Check the data and make sure that the disc data is correct, then click the OK button to submit the CD.
- 3. If you are submitting a multi-disc set, CATraxx will repeat step 2 for the rest of the CDs in the disc set.

Clean up CDDB data

After downloading data from CDDB, sometimes you may have to "clean up" the data. You find various functions that will help you do this on the Track menu in the 'Album Edit' window. These functions will update all tracks on the selected album.



CDDB License Terms

This application contains software from CDDB, Inc. of Berkeley California ("CDDB"). The software from CDDB (the "CDDB Client") enables this application to do online disc identification and obtain music-related information, including name, artist, track and title information ("CDDB Data") from online servers ("CDDB Servers") and to perform other functions.

You agree that you will use CDDB Data, the CDDB Client and CDDB Servers for your own personal non-commercial use only. You agree not to assign, copy, transfer or transmit the CDDB Client or any CDDB Data to any third party. YOU AGREE NOT TO USE OR EXPLOIT CDDB DATA, THE CDDB CLIENT, OR CDDB SERVERS, EXCEPT AS EXPRESSLY PERMITTED HEREIN.

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2.2.17 Loan management

2.2.17.1 Overview

CATraxx lets you to track albums out on loan; you can easily loan out an album, set a due date and search for all albums out on loan and albums overdue.

You can use a bar code scanner when checking albums in and out of the library. CATraxx will handle any bar code scanner that enters data via a keyboard interface. These are often referred to as "wedge" readers as they wedge themselves in between the keyboard and your computer.

If you have a bar code scanner, use the 'Check Titles In/Out' window to quickly check albums in and out of the library. If you do not have a bar code scanner, you can manually check albums in and out one at a time, or you can use the 'Check Titles In/Out' window if you manually look up albums and borrowers.

To get an overview of albums current out on loan you can select the On Loan filter in the Album View. From the Loan View you can browse the complete loan history. On the Report menu you find various loan reports that you can print out.

In addition, CATraxx also allows you to place reservations on loan, and to automatically clear reservations.

You can also send e-mail notifications to borrowers. This could be a reminder that an album should be returned soon or is overdue, or a notification that a reserved album is ready for collection. For more information, see To send e-mail notifications [58].

2.2.17.2 Check albums out one at a time

- 1. Locate the album you want to check out.
- 2. Choose Check Out from the Loan menu.

You see the 'Check Out' window.

3. Select the name of the borrower from the **Borrower** drop-down list.

If the borrower is not registered, right-click the Borrower field and choose **Add** from the popup menu. Complete the information requested in the 'Borrower Edit' window, then click the **OK** button.

- 4. In the **Date Borrowed** field, specify the date the album was borrowed. By default, CATraxx fills in today's date.
- 5. In the **Date Due** field, specify the date the album is due to be returned.
- 6. Click **OK**.

Even though CATraxx lets you change the name of the borrower in the 'Check Out' window, always check the album in before you check it out again. This is important if you want the loan history to be correct.

2.2.17.3 Check albums in one at a time

- 1. Locate the album you want to check in
- 2. Choose **Check In** from the **Loan** menu.

You see the 'Check In' window.

- 3. In the **Date Returned** field, specify the date the album was returned. By default, CATraxx fills in today's date.
- 4. Click OK.

Even though CATraxx lets you change the name of the borrower in the 'Check Out' window, always check the album in before you check it out again. This is important if you want the loan history to be correct.

2.2.17.4 Check albums out using the 'Check Titles In/Out' window

1. Choose **Check Titles Out** from the **Loan** menu.

You see the 'Check Titles In/Out' window.

2. If you have a bar code scanner (and the borrower's barcode number is registered in the Borrower lookup table), scan the bar code on the borrowers library card into the Borrower field. CATraxx will automatically lookup the borrower name.

If you don't have a bar code scanner, click the **Search** button is to manually search for the borrower.

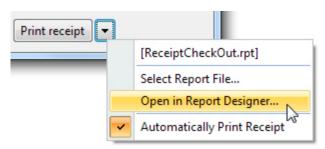
- 3. Make sure the **Date Borrowed** and **Date Due** fields are correctly filled in.
- 4. If you have a bar code scanner, scan the bar code on the album into the **Bar Code No** field. CATraxx will automatically look up the album in the database and add it to the list below.

If you don't have a bar code scanner, click the **Search** button search for the album you want to check out.

- 5. Repeat step 4 for all albums you want to check out to the selected borrower.
- 6. Click the **Update** button.
- 7. If you would like to print out a receipt, click the **Print Receipt** button.

Note: If you would like to automatically print the receipt when you click the **Update** button, click the drop-down button to the right and select **Automatically Print Receipt** from the popup menu.

Note: If you would like to edit the layout of the receipt, click the drop-down button to the right and choose **Open in Report Designer** from the popup menu.



2.2.17.5 Check albums in using the 'Check Titles In/Out' window

1. Choose **Check Titles In** from the **Loan** menu.

You see the 'Check Titles In/Out' window.

2. Make sure the **Date Returned** field is correctly filled in.

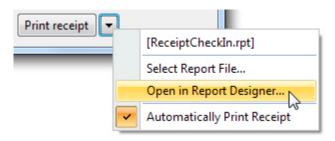
3. If you have a bar code scanner, scan the bar code on the album into the **Bar Code No** field. CATraxx will automatically look up the album in the database and add it to the list below.

If you don't have a bar code scanner, click the **Search** button to manually search for the album you want to check in.

- 4. Repeat step 3 for all albums you want to check in.
- 5. Click the **Update** button.
- 6. If you would like to print out a receipt, click the **Print Receipt** button.

Note: If you would like to automatically print the receipt when you click the **Update** button, click the drop-down button to the right and select **Automatically Print Receipt** from the popup menu.

Note: If you would like to edit the layout of the receipt, click the drop-down button to the right and choose **Open in Report Designer** from the popup menu.



2.2.17.6 Reserve an album

- 1. Locate the album you want to reserve.
- 2. Choose **Reserve** from the **Loan** menu.

You see the 'Reserve' window.

3. Select the name of the borrower from the **Borrower** drop-down list.

If the borrower is not registered, right-click the Borrower field and choose **Add** from the popup menu. Complete the information requested in the 'Borrower Edit' window, then click **OK**.

- 4. In the **Reserved Date** field, specify the reservation date. By default, CATraxx fills in today's date.
- 5. Click OK.

2.2.17.7 Clear reservations

1. Choose Clear Reservations from the Loan menu.

You see the 'Clear Reservations' window.

2. Specify the age of the reservations you want to clear.

For example, if you specify 7 days, the program will clear all reservations placed more than one week ago.

3. Click **OK**.

You can manually clear a reservation if you select the album in the Album View, and then choose **Loan / Clear Reservation** from the **Album** menu.

2.2.17.8 Send e-mail notifications

1. Choose **Send E-mail Notifications** from the **Loan** menu.

You see the 'Send E-mail Notification' window.

- 2. Make sure the **From / Name** and **From / Address** fields are filled in.
- 3. If you haven't already done so, click the **Server** button and specify mail server, account name, and password.
- 4. To send notifications to borrowers that have albums that will become overdue soon, click the **Reminder** tab.

To send notifications to borrowers that have albums that are overdue, click the **Overdue** tab.

To send notifications to borrowers that have reserved albums ready for collection, click the **Reservation** tab.

- 5. Specify the relevant time period.
- 6. Make sure the **Subject**, **Body 1**, and **Body 2** fields are filled in.

Body 1 is the text that is added before the list of albums. Body 2 is the text that is added after the list.

You can use the following codes in the text (the code is replaced with the field value when the e-mail message is generated):

% DA TE %	The current date.
%	The borrower's full name.

NA ME %	
% FIR ST %	The borrower's first name.
%LAST	The borrower's last name.

7. Click the **Send** button to send the e-mail notifications.

2.2.17.9 Extend loan period

You can extend the loan period by a specified number of days.

- 1. In either the Album View or the Loan View, select the records you want to update.
- 2. From the Loan menu, choose Extend Loan Period.
- 3. Enter the number of days you want to extend the loan period by.
- 4. Confirm by clicking **Yes**.

CATraxx updates the 'Date Due' field.

2.3 Cataloging audio files

2.3.1 Overview

In addition to cataloging physical media, you can also use CATraxx to catalog your audio file collection. Use the Scan Folder of function to have CATraxx automatically create albums from folders containing audio files. CATraxx will read artist, title, etc. from either the audio file tag or the filename, and use this information to populate the database.

If you later add, or remove, audio files in a folder, use the Rescan Folder of command to update the database. CATraxx will rescan the folders containing audio files linked to the database, and add new audio files not already in the database, and delete tracks that link to audio files that have been deleted.

If you would like to attach audio files to an album you have already added to the database, use the Attach Audio Files [62] function. Specify the folder the files are located in, and CATraxx will automatically attach the audio files to the correct tracks.

After you have edited the track information, you can have CATraxx update the audio file tag in the attached audio files. Choose Write to Tag s from the Audio menu to do this.

Audio files can be automatically organized into a folder structure and filename format of your choice based on information in the database. Use the Auto-Organize Files [64] function to do this.

If you move all your audio files from one drive/folder to another, use the Update Path / Multimedia 66 function on the Tools menu to update the file path stored in the database.

You can also create your own playlists. For more information, see Setting up playlists 67

2.3.2 Scan folders: Add audio files

To automatically add audio files to the database, use the Scan Folder function on the Audio menu. CATraxx will add all audio files in the folders you select. By default, all the files in a specific folder will be registered as one album. If folders contain audio files from multiple albums, make sure you check the 'Group by album' box.

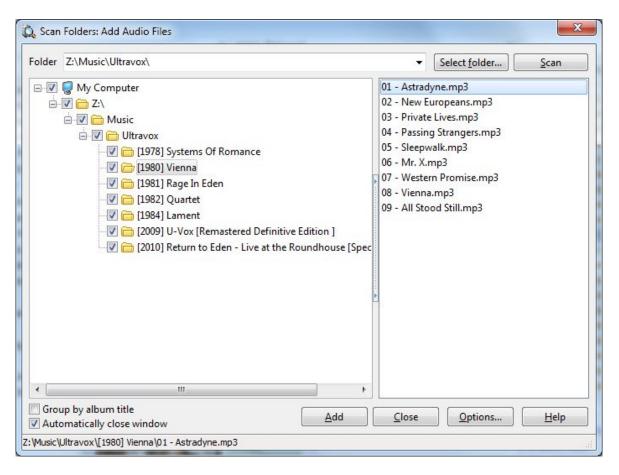
Please note that CATraxx will not scan folders that contains audio files that have been already added to the database. To have CATraxx rescan these folders, use the Rescan Folder of function.

1. Open the Audio menu and choose Scan Folders: Add Audio Files.

You see the 'Scan Folders: Add Audio Files' window.

- 2. In the **Folder** field, specify the path to the folder you want to scan.
- 3. Click the **Scan** button to scan the folder (if you clicked the Select folder button to select folder, it is not necessary to click Scan).

CATraxx scans the folder (including all sub-folders), and displays the result.



- 4. If you do not want to add the files in some of the folders, uncheck the box next to the folder name.
- 5. Click the **Add** button to add the audio files to the database.

2.3.3 Rescan folders

Use the Rescan Folders function to rescan folders containing audio files already linked to the database. CATraxx can add new audio files not already in the database, and either attempt to locate missing audio files, remove links to missing files, delete the tracks that links to missing files, or show these tracks in the Track View.

1. Choose **Rescan Folders** from the **Audio** menu.

You see the 'Rescan Folders' window.

- 2. Select whether you want to rescan folders linked to all albums, the marked albums 76 or the selected albums 78 in the browse list.
- 3. Click OK.

CATraxx rescans the folders.

When completed, you see the 'Rescan Folders - Result' window.

4. On the **Missing files** tab you see the missing files that the program is unable to locate.

Select action you want to take from the **Action** drop-down list.

- 5. On the **New files** tab you see the new audio files not already added to the database.
- 6. Click **OK** to process the selected files.

2.3.4 Attach audio files to albums

Use Attach Audio Files function to attach audio files to albums you already have added to the database. You can either attach audio files to one album at a time, or you can let CATraxx automatically attach audio files to all albums in one operation.

Attach audio files to all albums

1. Choose **Attach Audio Files** from the Audio menu.

You see the 'Attach Audio Files' window.

- 2. Select whether you want to attach audio files to all albums (without any attached audio files), the marked albums 10 or the selected albums 10 in the browse list.
- 3. In the **Folder** field, specify the path to the folder containing the audio files.
- 4. Click the **Scan** button to scan the folder.
- 5. CATraxx starts to scan the folders, and will read the necessary information (album title, track index, etc.) from the tag or file/folder name.

When completed, CATraxx will build a list of albums without any attached audio files, and then try to attach the scanned audio files to these albums.

Please be patient, this may take a while if you have selected many albums and/or scanned many folders!

- 6. Click **OK** to attach the audio files to the database.
- 7. If you have checked the 'Auto-organize' box, CATraxx now opens the 'Auto-Organize Audio Files' window 64. From this window you can automatically organize the newly attached audio files into a folder structure and filename format of your choice.

Attach audio files to a single album

You can also attach audio file to a specific album.

1. Open the 'Album Edit' window, then choose **Attach Audio Files** from the **Audio** menu.

You see the 'Attach Audio Files' window.

2. In the **Folder** field, specify the path to the folder containing the audio files.

Note: You can drag the folder from Windows Explorer and drop it on the 'Attach Audio Files' window.

3. Click the **Scan** button to scan the folder.

CATraxx scans the folder and tries to automatically attached the audio files to the tracks. Files that the program is unable to attach are shown in the files list to the right.

- 4. If a file is attached to the wrong track, or not attached at all, you can use dragand-drop to attach it to the correct track. You can drag a file from the files list over to the track list to the left.
- 5. Click **OK** to attach the audio files to the database.
- 6. If you have checked the 'Auto-organize' box, CATraxx now opens the 'Auto-Organize Audio Files' window 64. From this window you can automatically organize the newly attached audio files into a folder structure and filename format of your choice.

2.3.5 Update audio file tags

Use the 'Write to Tag' function to write data from the database to audio file tags.

1. Choose **Write to Tag** from the **Audio** menu.

You see the 'Write to Tag' window.

- 2. Select whether you want to update all albums, the marked albums a or the selected albums in the browse list.
- 3. To only write data to the audio file tag if you have edited the track since you last updated the tag, check the **Compare dates** box.
- 4. Click OK.

CATraxx can automatically update the audio file tag(s) when you edit an album or a

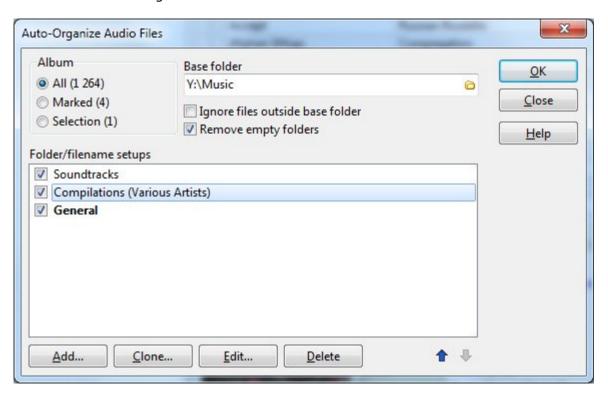
track. To activate this feature, choose **Audio File Options** from the **Tools** menu ,and check the **Auto-update tag** option on the **Tag Miscellaneous** tab.

2.3.6 Rename audio files

Use the Auto-Organize function to automatically rename audio files attached to your database. The file and folder names are generated based on information in the database (not the tags!) according to the format you specify. For example, you can organize your audio files following this format: C:\My Music\<Artist>\<Album title>\Track # - Title.

1. Choose **Auto-Organize** from the **Audio** menu.

You see the 'Auto-Organize Audio Files' window.



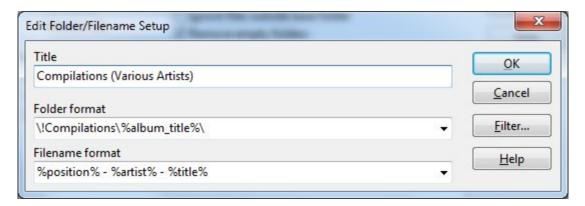
By default there are three setups: Soundtracks (all soundtracks - the audio files will be saved in a separate folder named !Soundtracks), Compilations (all compilations - the audio files will be saved in a separate folder named ! Compilations) and General (the rest of the albums).

- 2. Select whether you want to auto-organize all albums, the marked albums 76, or the selected albums 78 in the browse list.
- 3. Specify **Base folder**. The folders containing the audio files will be created below this folder.

4. The Folder/filename setups list shows the various folder/filename setups. Each setup is associated with a filter. All albums matching this filter will use the specified folder and filename setup. Albums that doesn't match any of the filters will use the "General" setup.

The various setups are processed in the order they are shown in the list.

To create a new setup, click the **Add** button. To clone the selected setup, click the **Clone** button. To edit the selected setup, click the **Edit** button. This will open the 'Add/Edit Folder/Filename Setup' window.



- 5. In the 'Auto-Organize Audio Files' window, click the **OK** button to start generating the new file and folder names.
- 6. You see the 'Auto-Organize Audio Files Preview' window.

Please review the new file and folder names carefully before you continue. Files and folder with a new name are highlighted in bold.

Note: The program has not yet actually renamed any files or folders.

7. Click the **OK** button to start the reorganize process.

Click **Yes** to confirm that you want to rename the files.

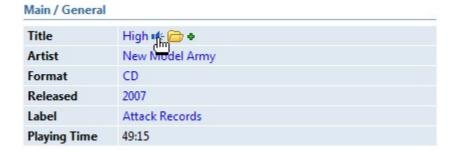
Wait while the program reorganizes your audio files.

2.3.7 Play audio files

In either the Album and Track View, select the albums/tracks you want to play, then click the **Play** button on the toolbar (or simply press **F2**).

You can also play a single album from the 'Album Edit' window (or just the selected tracks in the track list), or a single track from the 'Track Edit' window.

In the explorer you can click the play icon next to either the album or track title.



By default, audio files are enqueued if you hold down the Ctrl key when you start playback (to enqueue an audio file means that it is placed at the end of the player's current playlist instead of being played immediately). If you don't hold down Ctrl the current playlist in the player will be cleared.

If you would to reverse this (that is, let enqueue be the default behavior), choose **Audio File Options** from the **Tools** menu and uncheck the **Ctrl to enqueue audio file** box.

For information on how you create playlists, see Setting up playlists of.

2.3.8 Update the file path

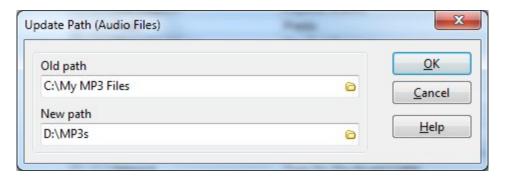
Use this function if you have moved the audio files from one drive to another drive, or from one folder to another folder.

1. Choose **Update Path / Audio Files** from the **Tools** menu.

You see the 'Update Path' window.

- 2. In the **Old Path** text box, specify where the audio files were previously stored.
- 3. In the **New Path** text box, specify where the audio files are stored now.

For example, if you have moved your MP3 files from C:\My MP3 Files to D:\MP3s, type *C:\My MP3* Files in the Old Path text box, and *D:\MP3s* in the New Path text box.



4. Click the **OK** button.

2.3.9 Setting up playlists

2.3.9.1 Overview

A playlist is a selection of tracks you can choose to listen to rather than your entire music library. CATraxx will let you create two types of playlists: "Manual" and "Dynamic".

A manual playlist s a playlist where you manually add tracks to the playlist. You add the tracks from either the Album View or the Track View.

A dynamic playlist \(\frac{1}{72}\) is a playlist based on a filter. For example, this can be "5 star" tracks, live recordings, tracks produced by a specific producer, tracks where a specific musician appears, or tracks you have not played the last 3 months. The playlist can also be randomized. The contents of a dynamic playlist is automatically updated as you add, edit and delete information in the database.

2.3.9.2 The Playlist View

You use the Playlist View to create and edit playlists. This view has two browse lists. The list at the top gives you an overview of the various playlists. The list at the bottom displays the tracks in the selected playlist.

On the statusbar at the bottom of the window you see the number of tracks in the open playlist and the total playing time.

Tracks: 5 | Playing Time: 21:50

If you would like to reopen a dynamic playlist, click the **Reopen** button



To import a standard playlist file (m3u), click the **Import** button



To export the playlist to a m3u file, click the **Export** button



To copy the files in the playlist to a folder, click the **Copy to Folder** button . This is useful if you for example want to copy the files to your portable audio player, or want to burn the audio files in the playlist to a CD.

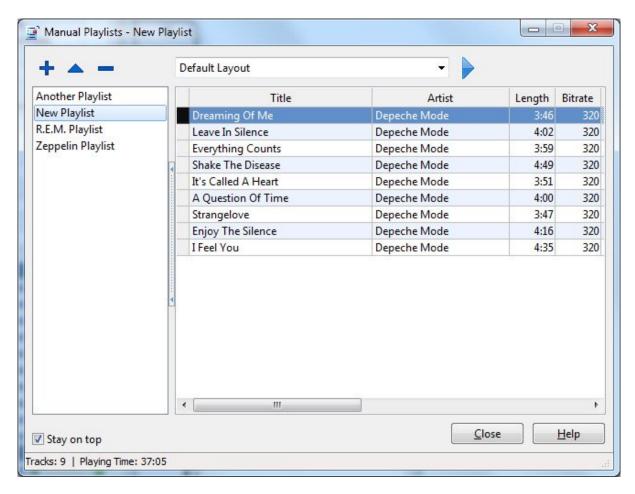
When you create a new playlist, or edit an existing playlist, you see the 'Playlist Edit' window. You must always give the playlist a title, and select type of playlist. The other fields are optional. Click the **Help** button for more information about the available data fields.

2.3.9.3 Manual playlists

A manual playlist is a playlist where you manually add tracks to the playlist. You add the tracks from either the Album View or the Track View.

You use the 'Manual Playlists' window when you add tracks to playlists. This window has the basic functionality of the Playlist View, but you can have this window open at all times (also when the 'Album Edit' or 'Track Edit' window is open).

By default, the window will stay "floating" on top of the main CATraxx window. If you want to keep the window out of the way, simply minimize it. The window has it's own icon on the Windows taskbar. Click this icon to open the window again, or simply press **Ctrl+P** (this is the shortcut for the **Manual Playlists** command on the **Audio** menu).



Adding tracks to playlist

To add tracks to a playlist, first choose **Manual Playlists** from the **Audio** menu to open the 'Manual Playlists' window. Then either create a new playlist, or select an existing playlist you want to add tracks to.

To add all tracks on an album to the playlist, select the album in the Album View, then

choose **Add to Playlist** from the **Audio** menu (or press the **F3** shortcut). If the Track View is open, this command will add the selected track to the playlist.

If multiple albums, or tracks, are selected, this will add *all* the selected albums or tracks to the playlist.

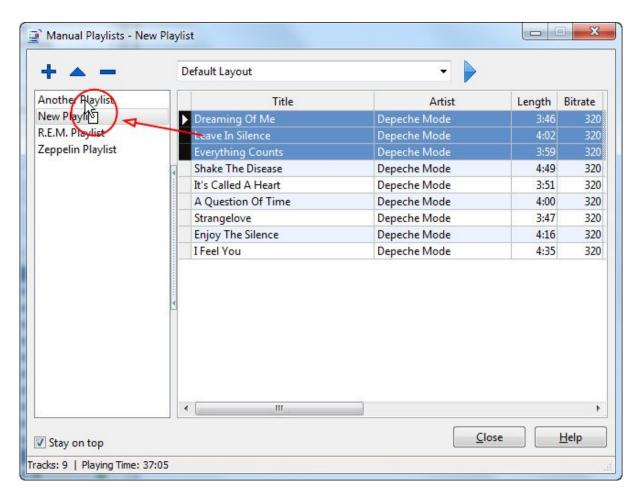
You can also click 'the add to playlist' icon • in the explorer pane to add an album or track to the playlist.

You can also add tracks to a playlist from both the 'Album Edit' and the 'Track Edit' window. In the 'Album Edit' window, the Add to Playlist command will add all tracks on the album to the playlist, except if the track list has the focus. Then this will add the selected tracks in the track list to the playlist. You can also drag tracks from the track list over to the 'Manual Playlists' window.

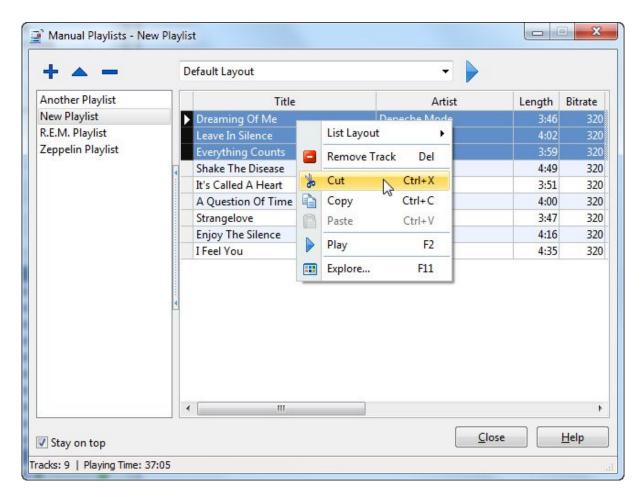
Moving tracks from one playlist to another

You can easily move (or copy) tracks from one playlist to another: Either use drag-and-drop (hold down Ctrl to copy), or use the clipboard (Copy/Cut and then Paste). This works in both the 'Manual Playlists' window, and the Playlist View.

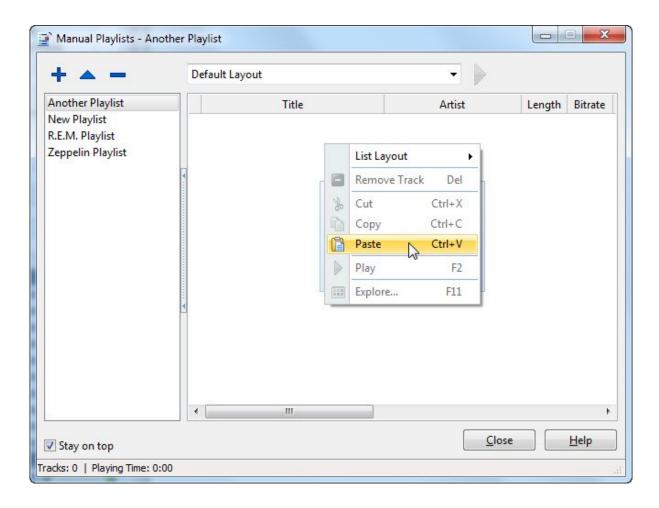
To use drag-and-drop, first make sure the playlist you want to move the tracks to (the "target") is visible, then select the tracks you want to move, click and hold down the mouse button while you drag track the tracks over to the target playlist. When you release the mouse button the tracks are moved to the target playlist. If you hold down the Ctrl key, the tracks are *copied* instead of moved.



To use the clipboard, first select the tracks, then right-click and choose **Cut** (to move) or **Copy** (to copy) from the popup menu.



Then open the playlist you want to move the tracks to, right-click where you want to add the tracks and choose **Paste** from the popup menu.



The Playlist Track View

In the Playlist Track View you can browse all tracks on manual playlists. This works similar to the Track View (except that if a track is, let's say, on 3 different playlists, this track will appear 3 times in the list). There is also a corresponding report so you can print out reports with playlist tracks.

Click the **Playlist Track View** button on the toolbar to open this view.

2.3.9.4 Dynamic playlists

A dynamic playlist is a playlist that is based on a filter. For example, this can be "5 star" tracks, live recordings, tracks produced by a specific producer, tracks where a specific musician appears, or tracks you have not played the last 3 months. The playlist can also be randomized. The contents of a dynamic playlist is automatically updated as you add, edit and delete information in the database.

To set up the filter the playlist is to be based on, open the 'Playlist Edit' window from the Playlist View, then click the **Filter** button.

By default, the tracks are sorted by title and release year. You can change the sort order by clicking the **Sort Order** button in the 'Playlist Edit' window.

Two of the data fields are of special interest when setting up a dynamic playlist: Max and Random. In the Max field you define the maximum number of albums (if you filter on album fields only), or tracks the playlist can contain. If you check the Random field, CATraxx will pick the albums/tracks at random when opening the playlist.

For example, suppose you have set up a filter that returns 1000 tracks. If you set Max to "50" and check the Random field, CATraxx will pick 50 of the 1000 tracks at random each time you open the playlist.

If you do not check the Random field, CATraxx will always pick the *first* 50 tracks according to the defined sort order.

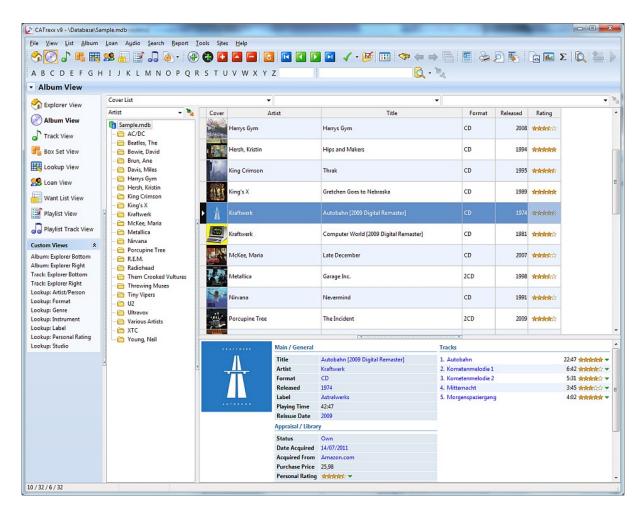
Note that if you *filter on album fields only*, Max and Random will determine which albums the program will select. All tracks on these albums will be added to the playlist in the same order they exist on the album. For example, if you want to select one U2 album at random, filter on the Album.Artist field, set Max to 1 and check the Random field.

2.4 Customizing views

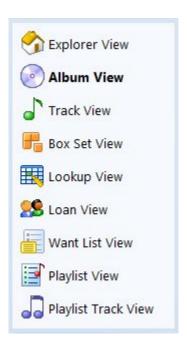
2.4.1 Working with views

The main CATraxx window is divided into three parts:

- 1. The menu/toolbar at the top of the window.
- 2. The view bar to the left.
- 3. The rest of the window is occupied by the active view. There are a total of 9 different views: Explorer View, Album View, Track View, Box Set View, Lookup View, Loan View, Want List View, Playlist View and Playlist Track View.



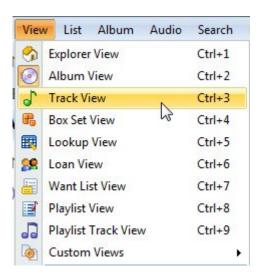
You can select the view you want to open in the view bar. The currently open view is highlighted in bold:



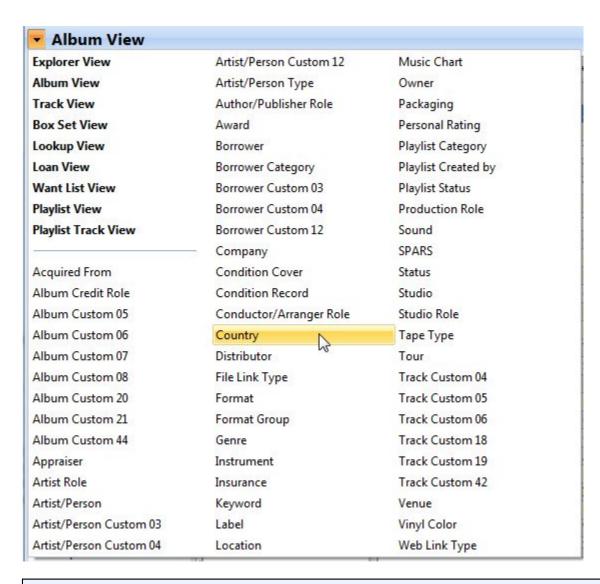
You can also select view from the toolbar:



or the View menu (notice the shortcut keys):



In addition to this, you can also select view, including the lookup table you want to edit in the Lookup View, from the **View** button on the toolbar:



If the View button/View title section is hidden, choose **Select View** from the **View** menu (or press the **Ctrl+W** shortcut) to select lookup table.

When you select one of the standard views, the program activates the view with the same settings loaded as the last time you used the view. This means that the same list layout 79, sort order 81, filter 83, and grouping definition 84 are automatically activated.

In addition, you can create your own custom views, enabling you to easily access relevant information in your database (albums, tracks, artists, labels, playlists, etc.). A custom view can be linked to a specific list layout, sort order, filter and grouping definition. Choose **Views Setup** from the **View** menu to set up your own custom views.

2.4.2 Marking records and showing the marked records

CATraxx allows you to mark records in any table. Marking and unmarking records can be useful if you want to select different records based on specific criteria. You can view,

edit, search among, or print only the records that have been marked.

The checkmark button on the toolbar indicates whether the current record is marked or not. If the button is "in" (pressed), the record is marked. If it is "out" (released), the record is not marked. You can also simply press Ctrl + M to mark or unmark the current record.

You can also mark / unmark records by clicking the checkbox in the first column in the browse list.



To mark all records

1. Choose **Mark / Mark All** from the menu (for example the Album menu if the Album View is active).

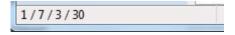
Note: If this command is disabled (not available), it means that all records already are marked.

To unmark all records

1. Choose **Mark / Unmark All** from menu (for example the Album menu if the Album View is active).

Note: If this command is disabled (not available), it means that no records are marked.

At the bottom of the main window, notice the 4 numbers in the first section of the statusbar:



It shows the active record's position in the list (1), number of records displayed in the list (7), number of records that are marked (3), and the total number of records in the table (30).

Notice, for example, how the statusbar is updated when you use the mark commands.

By default, CATraxx displays all records in the active table. If you want to view only the

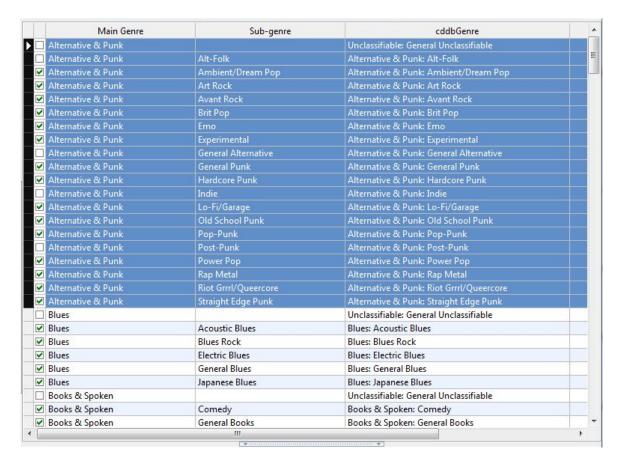
records that are marked, select the **Marked Records** option on the **List** menu. This option toggles between the two modes. If only marked records were shown, all records are now shown again. If all records were shown, only the marked records are now shown.

2.4.3 Select multiple records in browse list

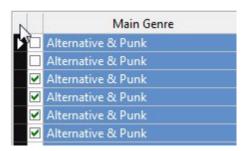
In order to set the field value of several records in one operation, delete multiple records, etc, you must first select these records in the browse list:

- To select consecutive records, click the first record, press and hold down Shift, and then click the last record.
- To select nonconsecutive records, press and hold down **Ctrl**, and then click each record you want to select.
- To select all records, choose Select All from the List menu (or press the Ctrl+A shortcut).

Here we have selected all "Alternative & Punk" genres in the Genre lookup table:



• To clear the selection, click in the upper left corner of the list:



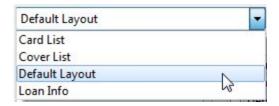
Don't confuse selecting records with marking records.

2.4.4 List layouts

Each view (except the Explorer View) contains a browse list. In a standard list layout, each row in the grid corresponds to a record in the table (albums in the Album View, tracks in the Track View, genres in the Genre Lookup View, and so on). Each field is displayed in a separate column. The active row is highlighted so that it easy to see which record that is selected. In a card list, there is one cell per record.

When you create a new database, CATraxx automatically adds various standard list layouts to the database. A list layout contains information about which fields to display, the font to use and so on. You can easily modify the default layouts, or create your own layouts.

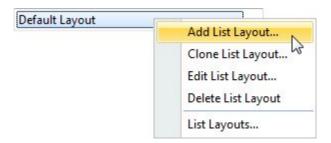
You select list layout from the drop-down to the left above the browse list.



You can also manage the list layouts in the active view by choosing **List Layouts** from the **View** menu. Here you can both add, edit and delete list layouts.

Create a new list layout

To create a new list layout, right-click the list layout drop-down list and choose **Add List Layout** from the popup menu.



This will open the 'Add List Layout' window. Here you can select the fields you want to display in the list, select font, etc.

When you create a new list layout in the Album View, Box Set View or Artist/Person Lookup View, you first see the 'Add List Layout - Select Type' window. Here you must select whether you want to create a standard list layout, or a card list.

Edit a list layout

To edit a list layout, first select the list layout you want to edit, then right-click the list layout drop-down list and choose **Edit List Layout** from the popup menu. This will open the 'Edit List Layout' window.

Add a new column

To add a new column, right-click the browse list and choose **List Layout / Add Column** from the popup menu. This will open the 'Select Field window. Select the field you want to display in the list, then click **OK**. Then you see the 'Column Properties' window. Here you can modify the properties of the column, such a text alignment, color and column width. Click **OK** to add the new column to the list.

You can move the column to a new position in the list by using drag-and-drop (hold down the Alt key while you drag).

Edit a column

To edit the properties of a column, right-click the column you want to edit and choose **List Layout / Edit Column** from the popup menu.

Rearrange the columns

To rearrange the order of the columns:

- 1. Press down the **Alt** key.
- 2. While you hold down the Alt key, click on the heading of the column you want to move, and drag it to it's new position.

3. Release both the mouse button and the Alt key.

Remove a column

To remove a column, right-click the column you want to remove and choose **List Layout / Remove Column** from the popup menu. Confirm by clicking **Yes**.

Delete a list layout

To delete a list layout, first choose **List Layouts** from the **View** menu, then select the list layout you want to delete and click **Delete**. Confirm by clicking **Yes**.

2.4.5 Sort orders

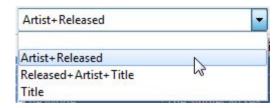
You use a sort order to define the order in which records are displayed. The data in the database remains the same; only the way data is being displayed changes. CATraxx lets you sort on up to five fields.

There are two ways to change the sort order:

- Select a sort order from the sort order drop-down list above the browse list.
- Click the heading of the column you want to sort on to create a temporary sort order.

A field can be sorted in either ascending order (letters are sorted from A to Z and numbers from 0 to 9) or descending order (letters are sorted from Z to A and numbers from 9 to 0).

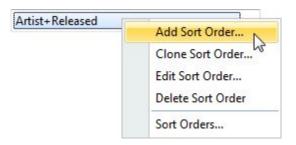
You select sort order from the drop-down in the middle above the browse list.



You can also manage the sort orders in the active view by choosing **Sort Orders** from the **View** menu. Here you can both add, edit and delete sort orders.

Create a new sort order

To create a new sort order, right-click the sort order drop-down list and choose **Add Sort Order** from the popup menu.



This will open the 'Add Sort Order' window.

Edit a sort order

To edit a sort order, first select the sort order you want to edit, then right-click the sort order drop-down list and choose **Edit Sort Order** from the popup menu. This will open the 'Edit Sort Order' window.

Delete a sort order

To delete a sort order, first choose **Sort Orders** from the **View** menu, then select the sort order you want to delete and click **Delete**. Confirm by clicking **Yes**.

Create a temporary sort order

Click on the heading of the column you want to sort on. Letters are by default sorted from A to Z and numbers from 0 to 9. Hold down **Shift** while you click to create a descending sort order (letters are sorted from Z to A and numbers from 9 to 0). Hold down **Ctrl** while you click to sort on multiple columns. You can sort on up to five columns.

A sort indicator is used to display the sort order status of a column. If the arrow points upwards the column is sorted in ascending order. If the arrow points downwards the column is sorted in descending order.

A temporary sort order is deleted when you select one of the saved sort orders.

Save a temporary sort order

1. Right-click the browse list and choose **Save Sort Order** as from the popup menu.

You see the 'Save Sort Order As' window.

2. Give the sort order a title, and click **OK**.

The sort order is now available from the sort order drop-down list.

2.4.6 Filters

A filter is used to determine which records that are displayed in the browse list, and makes it possible to work with a subset of the database (for example, compilation albums in the Album View, or tracks with an attached MP3 file in the Track View).

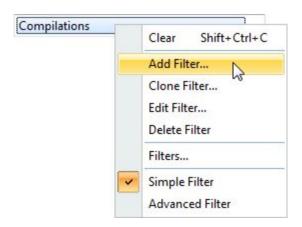
You select filter from the drop-down to the right above the browse list.



You can also manage the filters in the active view by choosing **Filters** from the **View** menu. Here you can both add, edit and delete filters.

Create a new filter

To create a new filter, right-click the filter drop-down list and choose **Add Filter** from the popup menu.



This will open the 'Add Filter' window.

Edit a filter

To edit a filter, first select the filter you want to edit, then right-click the filter drop-down list and choose **Edit Filter** from the popup menu. This will open the 'Edit Filter' window.

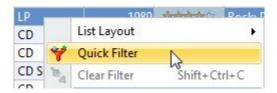
Delete a filter

To delete a filter, first choose **Filters** from the **View** menu, then select the filter you want to delete and click **Delete**. Confirm by clicking **Yes**.

Use the Quick Filter feature

The Quick Filter feature allows you to filter on a field value displayed in the browse list.

To create a quick filter, right-click the field value you want to filter on in the browse list, and choose **Quick Filter** from the popup menu.



To clear the filter, right-click the browse list and choose **Clear Filter** from the popup menu.

A quick filter is deleted when you select a saved filter. If you want to save the quick filter, right-click the browse list and choose **Save Quick Filter as** from the popup menu.

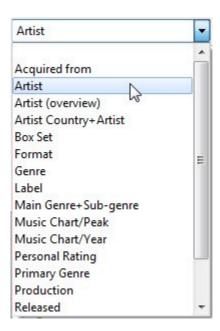
2.4.7 Grouping

The grouping feature is used to determine which records that are displayed, and makes it possible to work with a subset of the database (for example, albums released by a specific artist).

Using the grouping feature is similar to using a filter, except that it is easier to change the value used in the filtering process. For example, if you group by artist, you can simply select another artist to display the albums released by this artist (if you used a filter you would have to modify the filter to get the same result).

The first item in the list represents the open database. Select this item to display all records in the table.

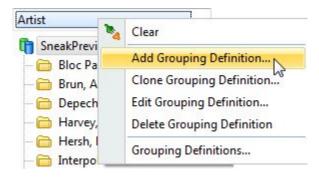
You select grouping definition from the drop-down above the grouping list.



You can also manage the grouping definitions in the active view by choosing **Grouping Definitions** from the **View** menu. Here you can both add, edit and delete grouping definitions.

Create a new grouping definition

To create a new grouping definition, right-click the grouping definition drop-down list and choose **Add Grouping Definition** from the popup menu.



This will open the 'Add Grouping Definition' window.

Edit a grouping definition

To edit a grouping definition, first select the grouping definition you want to edit, then right-click the grouping definition drop-down list and choose **Edit Grouping Definition** from the popup menu. This will open the 'Edit Grouping Definition' window.

Delete a grouping definition

To delete a grouping definition, first choose **Grouping Definitions** from the **View** menu, then select the grouping definition you want to delete and click **Delete**. Confirm by clicking **Yes**.

2.4.8 The explorer

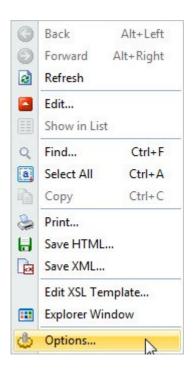
CATraxx Explorer is a great way to browse your collection. The data is presented in the same way as when you use your web browser. You can click hyperlinks to look at related information. For example, you can click an artist's name to see more information about that artist, including a list of albums released by the artist.

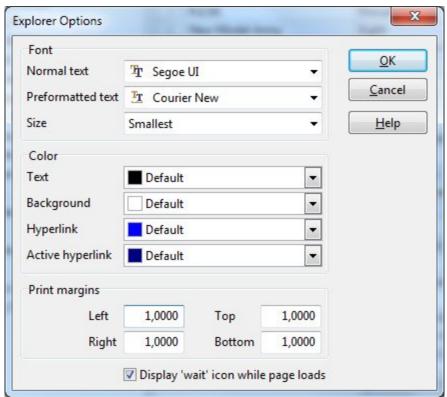
You can use the explorer in three ways:

- From the Explorer View.
- Use the "preview pane" below the browse list. This preview pane is available in all views.
- Use the separate Explorer window. Simply press **F11** to bring up the window. The displayed information depends on the type of data selected. With the cursor in the Artist field, this will explore the selected artist. If the Track View browse list is active, this will explore the selected track.

The preview pane is useful when you want to look at the basic information. The Explorer window is better when you want all the details.

To change the default colors and other settings in the explorer, right-click the explorer page and choose **Options** from the popup menu.





Customizing the layout with XSL templates

You can completely customize the layout of the explorer with the help of XSL templates.

XSL is a language for defining style sheets. It also includes a transformation language for XML documents: XSLT. Originally intended for complex styling operations, like generating indexes and tables of contents, it is now used as a general purpose XML processing language.

Styling requires two things: a source XML document containing the information the style sheet will display, and the style sheet itself (the XSL template) which describes how the information will look.

This section is not intended to be a complete XSL/XML tutorial, but will give you some basic information on the different types of xsl templates that CATraxx uses. For more information about XSL and XML, see http://www.w3schools.com/xsl and http://www.w3schools.com/xml.

A CATraxx XSL template is a text file containing HTML instructions defining the layout of the page, and XSLT commands that extract and process data from the XML data file.

The standard CATraxx XSL templates are located in the \Explorer Templates folder.

To edit an existing template, right-click the explorer page and choose **Edit XSL Template** from the popup menu. We recommend that you backup the original template file before you edit the template.

CATraxx uses three different template types. The type of template is determined by the data type instruction at the beginning of the xsl template file. Possible values are:

```
<?data type="index"?>
<?data type="record"?>
<?data type="list"?>
```

index	This type of template is only used by the Explorer view, and in the Explorer window when you click the Home button.
	For an example of this template type, see Index.xsl.
record	This type of template is used to create a document with data about one specific record. Use the data table instruction to specify which table the data should be taken from, for example data table="album"? . For an example of this template type, see Album.xsl.
list	This type of template is used to create a document with a list of multiple records. Use the data table instruction to specify which table the data should be taken from, for example data table="album"? .

For an example of this template type, see AlbumList.xsl.

The explorer pane is by default displayed below the browse list. To display the explorer pane to the right of the browse list, add the <?data previewpanepos="right"?> instruction to the xsl template file. For an example, see the AlbumBrowse_Right.xsl template.

2.5 Searching and querying

2.5.1 How to search

You can effectively search the database for information that you require. Search in all fields with any combination of fields and operators.

There are several different ways to search and query data:

- 1. Quick Search [90]. This is the easiest and quickest way to search. The quick search function will search the records displayed in the browse list. By default, it will only search the text fields you actually see in the list. You can also search all fields in the table (however, this is slower).
- 2. Simple search on two fields. You specify field, operator and the value you want to search for. The search criteria can be saved to a file for later use.
- 3. Advanced search [91]. Lets you define a search criteria that can contain an (almost) unlimited number of fields. You can group the fields in different ways using parenthesis and the logical operators AND/OR. The search criteria can be saved to a file for later use.
- 4. Summary search [92]. Specify the field you want to search in from the drop-down list. All unique values, and the number of occurrences of each value, are then displayed in a list. Select the value you want to search for and click OK.
- 5. Global Search 93. Lets you search in all fields.

If you want to replace a field value with another value, use the search and replace sommand.

In addition, CATraxx has various "special searches [94]" that give you features not available in the other searches.

Before you execute a search, you must specify the following options:

Search marked

Select the 'Search marked' option if you only want to search the marked records.

Show albums

When searching for tracks, select the 'Show albums' option if you want the albums the tracks are located on as the search result.

Searches are case insensitive (that is, CATraxx does not distinguish between upper and lower case).

You can add saved search criteria to the Search menu. If you save the search file in the \Search folder, the search will automatically appear on the Search menu. You can manually manage the searches on the menu by choosing **Edit Menu** from the **Search** menu.

2.5.2 Quick search

The quick search will search the records displayed in the browse list. By default, it will only search the text fields (standard text, lookup and memos) you actually see in the list. You can also search all text fields in the table (however, this is slower).

You select this from the drop down menu linked to the Quick Search button on the toolbar:



Type the text you want to search for in the text box, and click the **Search** button (or simply press **Enter**).

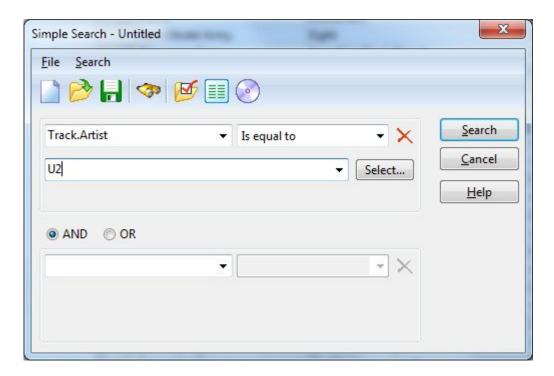
The search result is immediately shown in the browse list. To clear the search, click the **Clear** button.

By default, the program will search for fields *containing* the text you specify. If you would like to search for fields that *begins with* this text, add * after the text (for example **Summer***).

2.5.3 Simple search

The simple search lets you define a search criteria based on one or two fields. You specify field, operator and the value you want to search for. The search criteria can be saved to a file for later use.

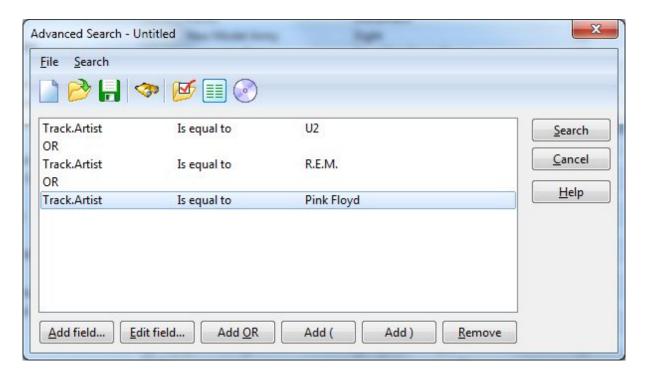
To use the simple search, choose **Simple** from the **Search** menu.



2.5.4 Advanced search

The advanced search lets you define a search criteria that can contain an (almost) unlimited number of fields. You can group the fields in different ways using parenthesis and the logical operators AND/OR. The search criteria can be saved to a file for later use.

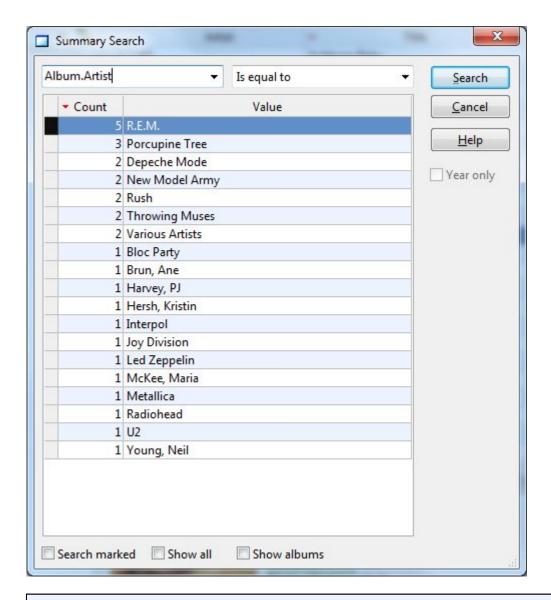
To use the advanced search, choose **Advanced** from the **Search** menu.



2.5.5 Summary search

Choose **Summary** from the **Search** menu to open the 'Summary Search' window.

Specify the field you want to search in from the drop-down list. All unique values, and the number of occurrences of each value, are then displayed in a list. Select the value you want to search for and click OK.

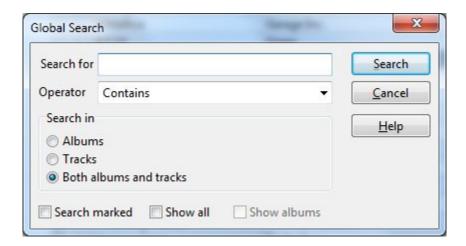


You can click the heading of one of the two columns to change the sort order. In the example above we have sorted by the Count column in descending order.

2.5.6 Global search

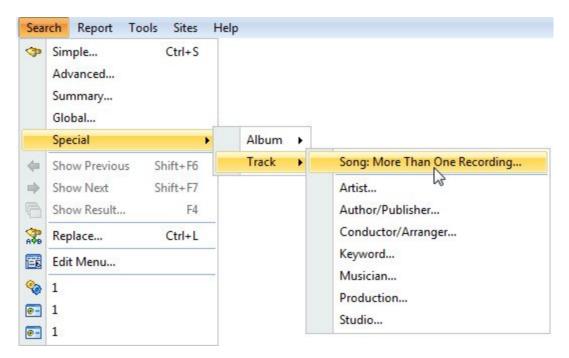
With the global search you search in all album and track fields.

Choose Global from the Search menu to open the 'Global Search' window.

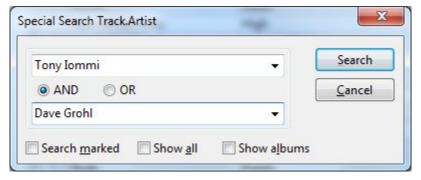


2.5.7 The special searches

The special searches give you features not available in the other searches. You can, for example, search for songs you have more than one recording of (based on either the title only, or both the title and the songwriter), songs released by two specific artists, songs written by two songwriters, etc.



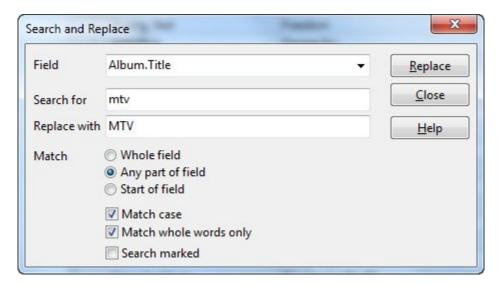




2.5.8 Search and replace

Use the search and replace function to replace a field value with another value.

Choose **Replace** from the **Search** menu to open the 'Search and Replace' window.



Click the **Help** button if you need help about the various options in this window.

To set the value of a field regardless of the current field value, use the Set Field Value [51] function.

2.6 Reporting

2.6.1 About reports

When you want to print out data, you can bring up the Report Designer to create a new report, select a pre-defined report from the Report menu, or use the Print List command to print the contents of the browse list.

Printing the browse list

To print the browse list, choose **Print** from the **File** menu. This will open the 'Print List' window.



Click the **Help** button if you need more help about the various options in this window.

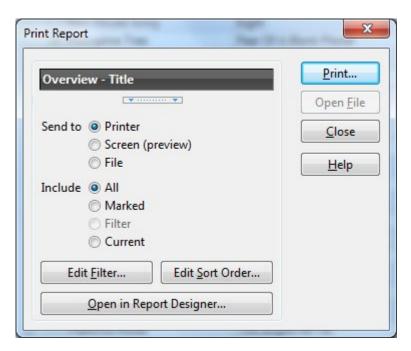
Report Designer

CATraxx includes a report designer that lets you create almost any type of report. You have full control over data fields, groups, sort order, columns, fonts, colors, paper size, margins and print orientation. You can add your own reports to the Report menu so that you can easily print them later.

Choose **Report Designer** from the **Report** menu to open the Report Designer.

Predefined reports

On the Report menu you also find all the pre-defined reports that ships with CATraxx. Simply select the report you want to print. This will open the 'Print Report' window.



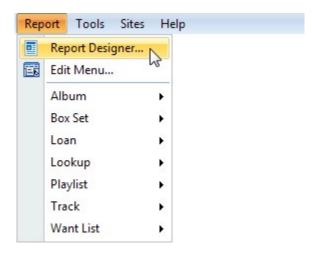
2.6.2 The report designer

You use the Report Designer to create new reports, and to modify existing reports.

Reports are made up of bands. The way data appears in a report is determined by the kind of band a report object (data field, image, line, shape, etc.) is in.

The Report Designer makes extensive use of popup menus. To display a popup menu, right-click a band or report object. You can also specify the text formatting (font, font size, color, and text alignment) from the Format toolbar. The text formatting affects all selected objects.

To open the Report Designer, choose **Report Designer** from the **Report** menu.



2.6.3 Report files

Before you can create a new report, or open a saved report, you must open the 'Report Designer' window.

Create a new report

Choose **New** from the **File** menu. You see the 'New Report' window.



Select the type of report you want to create, then click **OK**.

Save a report

To save the report you are working on, choose **Save** from the **File** menu. When you save the report for the first time, you see the 'Save Report' window. Here you select the folder you want to save the report in, and specify a filename.

If you have previously saved the report, CATraxx will just save all changes to the same report file. Choose **Save As** from the **File** menu to save the report with a different name.

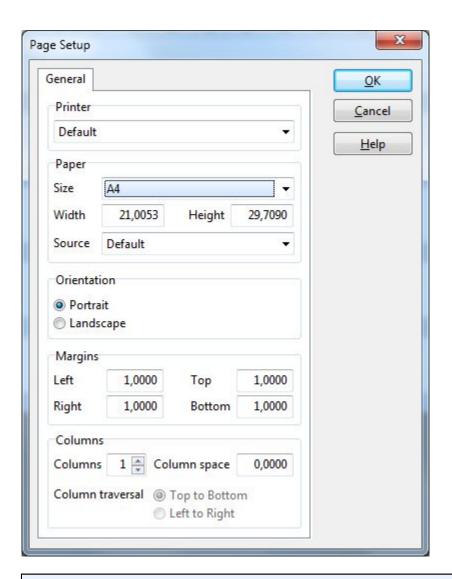
Open a saved report

Choose **Open** from the **File** menu, locate the folder the report you want to open is located in, select the report file and click **Open**.

2.6.4 Report options

Page setup

To change the page setup, choose **Page Setup** from the **File** menu.



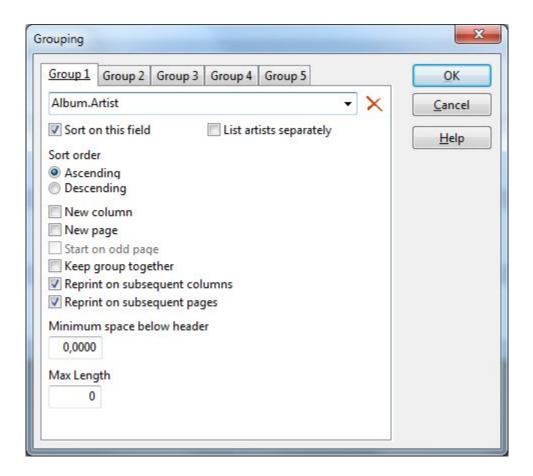
To specify default margins that are automatically used in all new reports, choose **Default Margins** from the **File** menu.

Grouping

Grouping a report means breaking the data into meaningful groups before it appears in your report. Data grouping is used to create easy-to-read blocks of data. You can create up to five groups in a report.

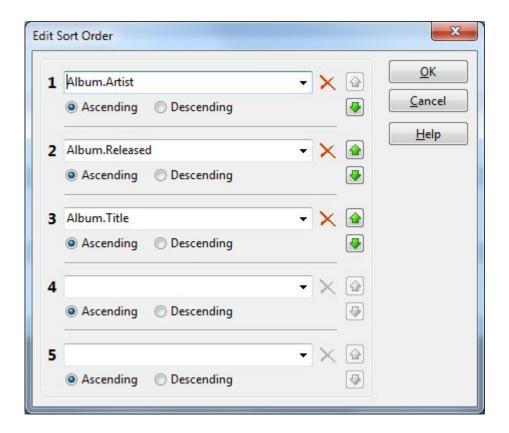
For each group, there are two corresponding bands: the Group Header and the Group Footer. These bands will only print when the value of the group field changes. The Group Header is printed above the Detail band, while the Group Footer is printed below the Detail band.

To set up the grouping, choose **Grouping** from the **Report** menu.



Sort order

To change the sort order, choose **Sort Order** from the **Report** menu. You can sort on up to five data fields.



Filter

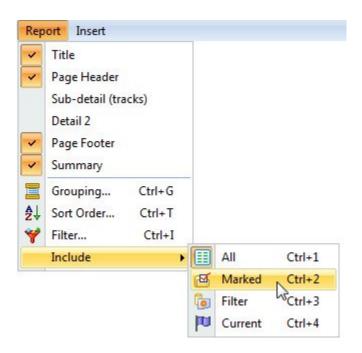
Use a filter to specify what information you want to print. To set up a filter, choose **Filter** from the **Report** menu.

This will open either the 'Simple Filter' or the 'Advanced Filter' window based on the 'Search/filter type' setting in the 'Options' window.

What information to include

You can include all records in your report, or you can restrict your report to specific records; either the marked records, the current record (record selected in the main window), or let the filter specify what records to include.

You set this up by selecting from the **Report / Include** menu.



2.6.5 Report bands

Reports are made up of bands. The way data appears in a report is determined by the kind of band a report object (data field, image, line, shape, etc.) is in.

For example, objects in the Page Header band will appear at the top of each page. Objects in the Page Footer band will appear at the bottom of each page. And the objects in the Detail band will repeat down the page until no more page space is available, at which point a new page will be started (the Detail band prints once for each record in the table the report is based on).

The number of available bands depends on the report type. For example, the Sub-detail band is only available in an album report, and the Column Header band is only available if the report has more than one column (you set up the number of columns in the 'Page Setup' window).

Band types

Title

The Title band prints on the first page of the report, above the Page Header band.

Page Header

The Page Header band prints at the top of each page, except the first page where it

is printed after the Title band.

Column Header

The Column Header band prints at the top of each column. This band is only available in reports with more than one column.

Group Header

The Group Header band prints before the Detail band each time the group value changes. There is one Group Header band for each group (a report can have up the five groups).

Detail

The Detail band prints once for each record in the table the report is based on. For example, in an album report the Detail band prints once for each album that is printed.

Sub-Detail

The Sub-Detail band prints once for each track on the album. The tracks are always printed in the order they appear on the album. This band is only available in album reports.

Detail 2

The Detail 2 band prints after the Sub-detail band, and is useful if you want to add some space after the tracks before the next album, or if you want to print some album fields after the tracks (you could for example print the artist and album title on the Detail band, the track titles on the Sub-detail band, and then finally the Review field on the Detail 2 band). This band is only available in album reports.

Group Footer

The Group Footer band prints after the Detail/Sub-detail/Detail 2 bands each time the group value changes. There is one Group Footer band for each group (a report can have up the five groups).

Column Footer

The Column Footer band prints at the bottom of each column. This band is only available in reports with more than one column.

Page Footer

The Page Footer band prints at the bottom of each page.

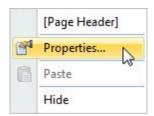
Summary

The Summary band prints on the last page of the report, above the Page Footer

band.

Edit band properties

To modify the properties of a band (for example height or fill color), right-click the band and choose **Properties** from the popup menu.



Resize band

To resize a band click the band's title bar (the part of the band that displays the band name) and drag while you hold down the mouse button. Release the mouse button when the band has the desired height.



You can also edit the band properties, and manually set the Height property.

Hide and show band

To hide or show a band, simply open the **Report** menu and select the band you want hide or show. If it is currently hidden, it will be shown. If it is currently shown, it will be hidden.

2.6.6 Report objects

CATraxx has nine different objects you can use in reports. This enables you to put all types of data in your reports; text, images, lines, shapes, etc



ICAL

The Text object simply prints the text you specify, and is typically used for report titles, page headings, field names, etc.

When you add a Text object to the report, you see the 'Text' window. Here you enter the text (you can later modify the text by editing the object properties).

Use the code %date% to have CATraxx insert the current date when the report is printed.

Use the code **%filter:#%** to have CATraxx insert the filter value when the report is printed. For example, %filter:1% will print the first, and %filter:2% the second filter value.



DBField

The DBField object is used to print text from a data field in the database, and is the report object you will use the most.

When you add a DBField object to the report, you see the 'Select Field' window. Here you select data field.



DBCalc

The DBCalc object is used to perform common report calculations and print the resulting value. The calculation is performed based on the value of the specified data field.

When you add a DBCalc object to the report, you see the 'Select Field' window. Here you select the data field the calculation should be based on.



DBMulti-field

A DBMulti-field combines text from two or more report objects. This allows you to print data from several data fields without unnecessary space between the fields. Each data field can be formatted independently.

When you add a DBMulti-field object to the report, you see the '[DBMulti-field name]' window. Here you select the report objects (Text, DBField, or DBCalc) you want to include.



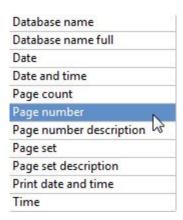
🗵 DBXsl

The DBXsl object will let you use an xsl template to format the output of the report object. You can include any field from the table the report is based on, and use different fonts and colors, tables, etc. The xsl template is used to create a html document, which is then included in the report. To use this report object you need to know how to create and edit XSL templates!



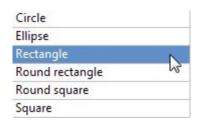
System

The System object is used to print common report information, such as date or page number. The data that is printed is determined by the Type property.





The Shape object is used to print graphical shapes. The shape that is printed is determined by the Type property.





The Line object is used to print a vertical or horizontal line. The orientation of the line is determined by the Orientation property. Use the Style property to control whether a single or double line is printed.



Use the Image object to print a graphical image.

When you add an Image object to the report, you see the 'Select Image File' window. Here you select image file.

Insert object

Select the report object you want to insert from either the **Insert** menu, or the toolbar, then click in the band you want to add the report object to.

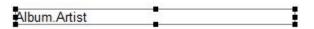
Select object

To do certain things with an object (change the font, move it, resize it, etc.), you first have to select it. Select means to point to the object with the mouse and then to click the left mouse button.

To select a single object

Click on the object.

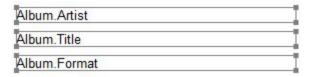
Sizing handles appear around the object to indicate that it is selected.



Selecting multiple objects

Hold down the **Alt** key and click on the objects you want to select.

Handles appear on each selected object. You can then move or delete the objects as a group. You can also change the font or text formatting for all selected objects in one operation.



Move object

First select the object you want to move, then click on the object with the mouse and drag it to the new position.

You can move the selected object(s) one pixel at a time by holding down **Ctrl** while you use the arrow keys.

Resize object

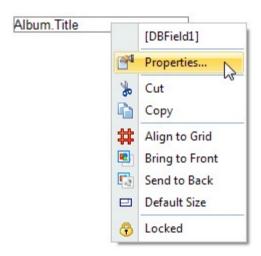
First select the object you want to resize, then drag the field's surrounding sizing handles to increase or decrease the size of the object.



You can resize the object one pixel at a time by holding down **Shift** while you use the arrow keys.

Edit object properties

To modify the object properties (for example height or fill color), right-click the object and choose **Properties** from the popup menu.



Delete object

First select the object you want to delete, then choose **Delete** from the **Edit** menu (or simply press the **Ctrl+Del** shortcut).

Move object to another band

You cannot drag an object from one band to another band. You must copy the object to the clipboard and then past it onto the other band.

- 1. Select the object you want to move to another band.
- 2. Choose Cut from the Edit menu.

CATraxx copies the object to the clipboard, and removes it from the band it was located on.

3. Right-click the band you want to paste the object into, and choose **Paste** from the popup menu.

2.6.7 Print the report

To print the report from the Report Designer window, click either the **Print** . Print







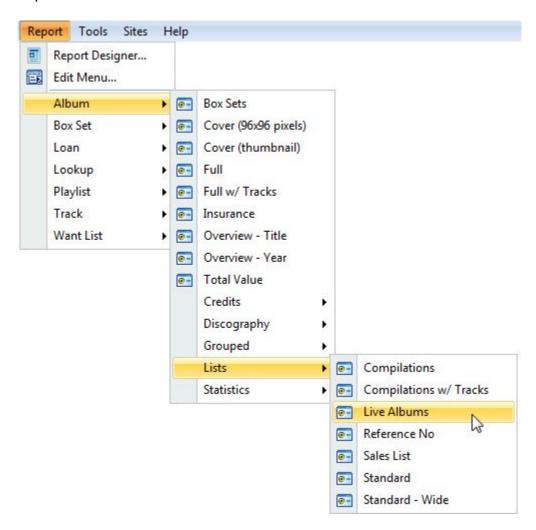
Preview or **Print to File** button on the toolbar.

If you just want to check the report layout, hold down **Ctrl** while you choose the print command. This will tell CATraxx will only print the first page of the report.

You can also print reports from the main window by choosing a saved report from the Report menu.

2.6.8 The report menu

CATraxx comes with many pre-defined reports. These reports are available from the Report menu.



As long as you save the reports you create in the \Reports folder, CATraxx will automatically show the reports on the Report menu.

If not, you can manually edit the Report menu by choosing **Edit Menu** from the **Report** menu. Here you can add new reports, remove reports, or update the action that is performed when a report is chosen from the menu (print the report, preview it, send it to a file, show the 'Print Report' window, or bring up the Report Designer).

Part IIII

3 The CATraxx Database

3.1 Overview

All information about your music collection is stored in a database. A database is a file on your hard disk, with the extension .MDB, that contains all the information you have entered into the database.

A database consists of several tables. Each table contains related information. For example, there is one table with information about each album, one with information about each track, one with information about each label, and so on. Each table contains a various number of fields. For example, the Artist/Person table has a field for the name, one field for the country of origin, one field for notes and so on.

CATraxx lets you rename all tables and all fields. You can also specify a default value for most fields. For example, if most of your collection consists of CDs, you can specify CD as the default value for Format. You can hide the fields you don't want to use. They will then disappear from all windows, menus, lists etc. You only use the fields you want.

CATraxx lets you work with an unlimited number of databases. This means that you can split your collection into different catalogs and organize it to meet your needs. You can later merge existing databases.

CATraxx uses a relational database model. This means that you register most information only once. For example, you only need to type the name of an artist the first time you add an album by this artist. Later, you simply choose the name from a list. CATraxx then automatically creates a link between the album and the artist. When you modify an entry in a lookup table, for example, to fix a typing error, the change will be reflected in all fields that are linked to the lookup table.

The use of lookup tables to store information has two significant advantages. It saves time and conserves valuable disk space on your computer. It also makes it easier to search for exactly the information you are looking for, or create a group based report. And finally, it allows you to store useful information about each entry in a lookup table. For example, you can store an image of an artist or a label's home page URL.

3.2 Album table

3.2.1 Standard fields

The Album table contains information about all albums in the database. Information from lookup tables (for example Artist or Format) is not stored in the Album table, CATraxx only saves a link to the relevant item in the lookup table. This means that any changes you make to a lookup item, for example fixing a typing error, is reflected in all albums where the item is used.

Acquired From Text 50 (lookup 137)

Use this field to specify where you bought the album or who you got it from.

Album Credits (Text 100 - lookup 140)

Album credits like Artwork or Cover Design.

Album ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Appraiser (Text 50 - lookup [139])

The name of the appraiser (this could be a person, a catalog, etc.).

Artist (Text 100 - lookup 140)

The artist(s) that released the album.

The default artist roles are: Featuring, Vs. and With.

Artist Relation (Text 100 - lookup)

This field includes all related artists.

Award (Text 100 - lookup 146)

Here you can specify awards. You can also specify the year the award was given and any additional details.

Barcode (Text 50)

The bar code number.

Bootleg (Checkbox)

Select this field if the album is a bootleg.

Borrower (Text 50 - lookup 147)

If the album is currently loaned out, this field contains the name of the borrower.

Borrower Category (Text 50 - lookup 149)

If the album is currently loaned out, this field contains the category of the borrower.

Box Set (Text)

You can link an album to a box set.

Catalog No (Text 25)

The label catalog number.

CDDB2 - Download (Yes/No)

This field indicates whether the album was downloaded from CDDB2.

CDDB2 - Submit (Yes/No)

This field indicates whether the album has been submitted to CDDB2.

Change in Value (Numeric)

The difference between price and value.

Change in Value % (Numeric)

The difference between price and value in percent.

Company (Text 50 - lookup 149)

The record company that released the album. In addition to the Label field you can use this field to specify the labels parent company.

Compilation (Checkbox)

Select this field if the album is a compilation.

A compilation is an album with tracks by different artists, such as soundtracks or samplers. Do not check the Compilation box if all tracks are by the same artist.

Condition Cover (Text 50 - lookup 150)

Use this field to specify the condition of the cover.

Condition Record (Text 50 - lookup 151)

Use this field to specify the condition of the record itself.

Country (Text 50 - lookup 152)

The country where the album was manufactured.

Cover (Binary)

This field contains the image if it is stored in the database.

Cover - Comments (Memo)

Comments about the image.

Cover - Compressed (Yes/No)

Specifies whether the image is compressed or not (only applies to BMP images).

Cover - External (Yes/No)

Specifies whether the image is stored externally (that is, only a link to the image is stored in the database) or not.

Cover - File Name (Text 255)

If this is an external image, this field contains the file name.

Cover - Thumbnail (Binary)

This field contains a thumbnail of the image. The thumbnail is automatically created when you add a new image.

Cover - Type (Numeric)

The type of image: 0 - bmp, 1 - gif, 2 - jpeg, 3 - png, or 99 - other.

Current Value (Numeric)

The current value of the album.

Date Acquired (Date)

The date you acquired the album. If you don't remember the day and month, just specify the year. To bring up a calendar where you can select the date, click the button to the right of the text box.

Date Borrowed (Date)

If the album is currently loaned out, this field contains the date it was borrowed.

Date Due (Date)

If the album is currently loaned out, this field contains the date it is due to be returned.

Days Since Played (Numeric)

The number of days since you last played the album.

Disc Count (Numeric)

This field contains the number of discs the album consists of (1 for ordinary albums, 2 for double albums, and so on). The value of this field is automatically maintained by CATraxx.

Disc Label (Text 32)

The disc label is read from the CD when you use the Audio/Scan Folder function to scan a CD for audio files.

Distributor (Text 50 - lookup 1531)

The company that distributes the albums.

Enhanced CD (Checkbox)

Select this field if the CD is an enhanced CD.

An enhanced compact disc (ECD) is an audio CD with multimedia content.

File Links (Text)

Here you can add links to files.

Format (Text 50 - lookup 154)

Use this field to specify the album format, for example LP, CD, DVD, Cassette, etc.

Format Group (Text 50 - lookup 155)

Indicates what format group the album format is linked to. Format groups are useful when creating reports and for statistical summaries.

A vinyl album and a CD album should be specified as two different formats (for example LP and CD), but can be linked to the same format group (for example Album).

Gatefold Cover (Checkbox)

If the album has a gatefold cover, select this field.

The cover of an album with a gatefold cover opens like the front cover of a book.

Genre (Text 102 - lookup 156)

A genre consists of a Main Genre and a Sub-Genre (Main Genre: Sub-genre), for example:

Classical: Opera Electronic: Jungle Jazz: Fusion Rock: Classic Rock World: Celtic

You can add as many genres as you like. To open the popup menu to select a genre, click the arrow button, or press Ctrl+Arrow Right. You can rearrange the genres in the list with drag-and-drop.

Note: You can right-click the Genre field and choose **Update Tracks** from the popup menu to update the Genre field for all tracks on the album with the same genre(s) as the album field.

HDCD (Checkbox)

Select this field if the CD is HDCD encoded.

High Definition Compatible Digital, or HDCD, is a patented process for delivering on CD the full richness and detail of the original microphone feed. When listening to HDCD recordings, you hear more dynamic range, a focused 3-D soundstage, and extremely natural vocal and musical timbre.

```
Insurance (Text 50 - lookup 157)
```

Use this field to link the album to an insurance policy.

```
Keywords (Text 50 - lookup 159)
```

This field is for listing keywords that describe the album.

```
Label (Text 50 - lookup 159)
```

Use this field to specify the recording label.

Last Modified (Date)

The date/time the record was last modified. This field is automatically updated by CATraxx when you edit data.

Live (Checkbox)

Select this field if this is a live album.

Note: You can right-click the Live field and choose Update Tracks from the popup menu

to update the Live field for all tracks on the album with the same value as the album field.

Location (Text 50 - lookup 160)

Use this field to specify where the album is located.

Marked (Yes/No)

This field indicates whether the album is marked or not.

Main Genre (Text 50)

The main genre (Main Genre: Sub-Genre).

Music Chart Info (Text 150 - lookup 161)

This field allows you to keep track of music chart data: Chart name, year, peak position, weeks in chart, and your own notes.

New Album (Yes/No)

This field indicates whether the album is new, and is based on the Date Acquired field. By default, if it's less than 60 days since you acquired the album, this field returns Yes. If not, it returns No.

Note: You can change the number of days used in this calculation by choosing Tools=>Options=>Data Entry, and specifying the new value in the 'New album period' text box. Default value is 60 days.

Nomination (Text 100 - lookup 146)

Here you can specify award nominations. You can also specify the year the nomination was given and any additional details.

Notes (Memo)

This field is for your own notes.

Number of Tracks (Numeric)

This field contains the number of tracks on the album, and is automatically updated by CATraxx.

On Loan (Yes/No)

This field indicates whether the album is currently on loan.

Original Pressing (Checkbox)

Select this field if the record is an original pressing.

Overdue (Date)

If the album is loaned out, this field indicates whether it is overdue or not.

Owner (Text 50 - lookup 161)

Use this field to specify the owner of the album.

Packaging (Text 50 - lookup 162)

Use this field to specify information about the packaging.

The most common CD packaging types are:

- Blisterpack a plastic cover over the CD that allows the discs to displayed on a hook instead of in a bin.
- Digipack a card CD case with a bit of plastic to support/hold the CD.
- Jewelcase a plastic case that holds the CD (the standard CD packaging).
- Longbox a paperboard box that holds the CD.

Personal Rating (Text with image)

Use this field to specify your own personal rating. The default setup will let you select a star rating between 0 and 5 stars.

In the data entry window, you can press the + or - button to select rating without having to open the list.

Picture Disc (Checkbox)

Select this field if the record is a picture disc.

Playing Time (Numeric)

The total playing time. CATraxx automatically calculates the total playing time after you have registered the tracks on the album.

Note: You can also calculate the total playing time by choosing Add Up Playing Time from the Album menu.

Primary Genre (Text 50)

The primary genre is the first genre listed in the Genre field.

Promo (Checkbox)

Select this field if the album is a promotion release.

Purchase Price (Numeric)

Use this field to specify what you paid for the album.

Reference No (Text 25)

Use this field if you have your own system for identifying albums in your collection.

CATraxx will automatically generate the reference number. To configure this feature, choose Options from the Tools menu, click the Reference No tab and make your selections.

Registered (Date)

This field contains the date the album was added to the database. Today's date is used automatically, but you can change it if you want.

Reissue (Checkbox)

Select this field if your copy of the album is a reissue.

Reissue Date (Date)

If the album is a reissue, use this field to keep track of the reissue date/year.

Released (Date)

Use this field to specify when the album was released.

Note: You can right-click the Released field and choose Update Tracks from the popup menu to update the Released field for all tracks on the album with the same value as the album field.

Remastered (Checkbox)

Select this field if you have a remastered copy.

Reviews (Memo)

This field is for excerpts of reviews.

Reserved (Yes/No)

This field indicates whether the album is reserved or not.

Reserved Date (Date)

If the album is reserved, this field contains the date the album was reserved.

```
Reserved To (Text 50 - lookup 147)
```

If the album is reserved, this field contains the name of the borrower the album is reserved to.

Selling Price (Numeric)

Use this field to specify the selling price.

Sides (Numeric)

This field contains the number of sides (for example 1 for CDs and 2 for LPs). The value of this field is automatically maintained by CATraxx.

Soundtrack (Checkbox)

Select this field if this is a soundtrack album.

```
SPARS (Text 50 - lookup 166)
```

The SPARS (Society of Professional Audio Recording Studios) code indicates whether different portions of the recording process were accomplished using either digital or analog recording methods, for example AAA, ADD or DDD. Press Ctrl + W to add a new entry to the list.

```
Status (Text 50 - lookup 167)
```

Use this field to specify the status of the album, for example Own (you own the album), Want (you have it on your want list), For sale (the album is for sale) or Reference (you don't own it, but want to include it in the database).

Sub-Genre (Text 50)

The sub-genre (Main Genre: Sub-Genre).

Use this field to specify the tape type, for example Normal, Chrome or Metal.

Title (Text 253)

The album title.

Note: When you tab out of the Title field (or save the album), CATraxx will automatically fill in the Title Sort field if it is empty.

Title Sort (Text 255)

This is the value that is used when sorting on the album title. When you tab out of the Title field (or save the album), CATraxx will automatically fill in the Title Sort field if it is empty. If the name begins with A or The, CATraxx will automatically update the Title Sort field to reflect this. For example, if you type The Joshua Tree in the Title field, CATraxx will add Joshua Tree, The to the Title Sort field. This means that the album is sorted under "J" and not "T".

Valid CDDB Toc (Yes/No)

This field indicates whether the album has a valid CDDB Toc. The Toc is fetched from the CD when you scan it. You can only submit, or update (download), CDs with a valid TOC.

Valid MS Disc ID (Yes/No)

This field indicates whether the album has a valid Microsoft Disc ID or not. Only albums with a valid MS Disc ID are exported to CDPLAYER.INI (Microsoft CD Player).

Vinyl Color (Text 50 - lookup 171)

Use this field to specify the vinyl color.

Web Links (Text)

Here you can add links to web sites.

3.2.2 Custom fields

To rename a custom field, open the data entry window, right-click the data field and choose **Rename Field** from the popup menu. You can also rename fields from the 'Database Setup' window (Tools=>Database Setup).

The Album table contains the following custom fields:

Text

Custom 01, Custom 02, Custom 03, Custom 04, Custom 18, Custom 19, Custom 37, Custom 38

Lookup

Custom 05, Custom 06, Custom 07, Custom 08, Custom 20, Custom 21

Multivalue lookup

Custom 44

Memo

Custom 43

Date

Custom 22, Custom 23, Custom 35, Custom 36

Numeric

Custom 09, Custom 10, Custom 11, Custom 34

Checkbox

```
Custom 12, Custom 13, Custom 14, Custom 15, Custom 16, Custom 17, Custom 18, Custom 24, Custom 25, Custom 26, Custom 27, Custom 28, Custom 29, Custom 30, Custom 31, Custom 32, Custom 33, Custom 39, Custom 40, Custom 41, Custom 42
```

3.3 Track table

3.3.1 Standard fields

The Track table contains information about all tracks in the database. Information from lookup tables (for example Artist or Songwriter) is not stored in the Track table, CATraxx only saves a link to the relevant item in the lookup table. This means that any changes you make to a lookup item, for example fixing a typing error, is reflected in all tracks where the item is used.

Album ID (Numeric)

This is the album's unique ID number.

Artist (Text 100 - lookup 140)

The artist(s) that recorded the track.

The default artist roles are: Featuring, Vs. and With.

Artist 2 (Text 100 - lookup)

This field contains the track artist if it is different from the album artist. If the track artist and the album artist are equal, this field is empty.

Artist Relation (Text 100 - lookup)

This includes all related artists.

Audio Filename (Text 255)

The full path to the audio file.

Audio Type (Numeric)

The type of audio file: 1 - mp3, 2 - wav, 3 - wma, 4 - aac, 5 - ape, 6 - flac, 7 - mp4/m4a, 8 - ogg, 9 -shn, 10 -m4b, 11 - mpc, 12 - wavpack, or 99 - other.

Author/Publisher (Text 100 - lookup 140)

The authors of the song.

The default Author/Publisher roles are: Author, Composer, Copyright, Librettist, Lyricist, Publisher, Score, and Songwriter.

Band Member (Text 100 - lookup 140)

The band members and the instruments they play.

Blank (Checkbox)

Select this field if the track is "blank" track (an empty one second track).

By default, blank tracks are excluded from all reports, the Track View, searches, and the CD Player, but will be displayed in the track list in the Album Edit window. If you also want to exclude blank tracks from the track list, choose Tools->Options->Miscellaneous, and select Hide blank tracks / Always.

Bonus (Checkbox)

If the track is a bonus track, select this field.

BPM (Numeric)

The number of beats per minute. This is occasionally entered by, and useful for, disc jockeys for DJ synching of tracks.

Conductor/Arranger (Text 100 - lookup 1401)

The conductor/arranger credits.

The default conductor/arranger roles are: Arranger, Conductor, Director, and Orchestrator.

Counter Start (Numeric)

Use this field to specify the tape counter start position.

If you have specified both the counter start and stop positions, CATraxx will automatically calculate the length of the track if the counter time format is set to Time.

If you haven't specified the counter stop position for the previous track, CATraxx will automatically fill it in when you save the current track. For example, if the start counter for the current track is 0:12:00, CATraxx will fill in the same counter in the counter stop field for the previous track.

Counter Start-Stop (Numeric)

This field includes the counter start and stop positions (for example 0:12:00-0:15:30).

Counter Stop (Numeric)

Use this field to specify the tape counter stop position.

If you have specified both the counter start and stop positions, CATraxx will automatically calculate the length of the track if the counter time format is set to Time.

Days Since Played

Numeric

The number of days since you last played the track.

Demo (Checkbox)

If the track is a demo recording, select this field.

Disc (Numeric)

This field contains the disc the track is located on, and is automatically maintained by CATraxx. If the track is located on disc 2 of a double CD, the disc number is 2.

File Links (Text)

Here you can add links to files.

Full Title (Text)

This field combines Title, Version, Live, Demo, Instrumental, Bonus, Hidden and Blank

into one field. For example, if the track is a live recording of Losing My Religion, the field value is "Losing My Religion [Live]".

Genre (Text 102 - lookup 1561)

A genre consists of a Main Genre and a Sub-Genre (Genre: Sub-genre), for example:

Classical: Opera Electronic: Jungle Jazz: Fusion

Rock: Classic Rock World: Celtic

You can add as many genres as you like. To open the popup menu to select a genre, click the arrow button, or press Ctrl+Arrow Right. You can rearrange the genres in the list with drag-and-drop.

Guest Musician (Text 100 - lookup 140)

The guest musicians and the instruments they play.

Hidden (Checkbox)

Select this field if the track is "hidden" (not included in the track list on the cover).

Index (Numeric)

This field contains the track index, and is automatically maintained by CATraxx. For example, if the track is number 3 on side B, the index is 3.

Instrument (Text 50 - lookup 156)

This field includes all instruments that are registered for the track.

Instrumental (Checkbox)

Select this field if the track is an instrumental.

Keywords (Text 50 - lookup 159)

This field is for listing keywords that describe the track.

Last Modified (Date)

The date/time the record was last modified. This field is automatically updated by CATraxx when you edit data.

Length

Numeric

The length of the track.

CATraxx automatically registers the track length when you download disc data from CDDB.

Live (Checkbox)

If the track is a live recording, select this field.

Lyrics (Memo)

Use this field to store the lyrics.

Marked (Yes/No)

This field indicates whether the track is marked or not.

Main Genre (Text 50)

The main genre (Main Genre: Sub-Genre).

Music Chart Info (Text 150 - lookup 161)

This field allows you to keep track of music chart data: Chart name, year, peak position, weeks in chart, and your own notes.

Musician (Text 50 - lookup 140)

This field includes both band members and guest musicians.

Notes (Memo)

This field is for your own notes.

Original by (Text 100 - lookup 140)

If the recording is a cover version, use this field to store the name of the artist that recorded the original version.

Personal Rating (Text with image)

Use this field to specify your own personal rating. The default setup will let you select a star rating between 0 and 5 stars.

In the data entry window, you can press the + or - button to select rating without

having to open the list.

Position (Text)

This field contains the "track position". By track position we mean what disc and side the track is located on, and the index number.

For example:

- track 3 on a CD: "3"
- track 2 on side A on a LP: "A2"
- track 5 on side B on disc 2 of a double CD: "2-B5".

Note: If the album has only one side, the side is not included. If the album consists of only one disc, the disc number is not included.

Primary Genre

Text 50

The primary genre is the first genre in the Genre field.

Production (Text 100 - lookup 140)

The production credits.

The default production roles are: Assistant Engineer, Associate Producer, Coproducer, Engineer, Executive Producer, Mastering, Mixing, Producer, Programming and Remixing.

Recording End (Date)

Use this field to specify when the recording process was completed. If you don't know the day and month, just specify the year.

Recording Start (Date)

Use this field to specify when the recording process started. If you don't know the day and month, just specify the year.

Released (Date)

The original release or publication date of the track.

Reviews (Memo)

This field is for excerpts of reviews.

Side (Text 1)

This field contains what side (A or B) the track is located on, and is automatically maintained by CATraxx.

Studio (Text 150 - lookup 167)

The studios where the song was recorded, mixed, and mastered.

The default studio roles are: Mastering Location, Mixing Location and Recording Location.

Sound (Text 50 - lookup 166)

Use this field to specify sound information, for example Mono or Stereo.

Sub-Genre (Text 50)

The sub-genre (Main Genre: Sub-Genre).

Sub-Titles (Text)

Use subtitles if the track consists of several parts and you want to give each part a title.

Tag Read (Date)

The last time data was read from the audio file tag.

Tag Write (Date)

The last time data was written to the audio file tag.

Title (Text 253)

The title of the track. Use the Title Sort field to specify the value that is used when sorting on the title.

Title Sort (Text 255)

This is the value that is used when sorting on the track title. When you tab out of the Title field (or save the track), CATraxx will automatically fill in the Title Sort field if it is empty. If the name begins with "A" or "The", CATraxx will automatically update the Title Sort field to reflect this. For example, if you type "The Sidewinder Sleeps Tonite" in the Title field, CATraxx will add "Sidewinder Sleeps Tonite, The" to the Title Sort field. This means that the track is sorted under "S" and not "T".

Tour (Text 150 - lookup 170)

Use this field to specify the tour on which the track was recorded if it is a live recording.

Track ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Venue (Text 150 - lookup 170)

Use this field to specify the venue where the track was recorded if it is a live recording.

Version (Text 150)

Use this field to specify information about the version of the track (for example Extended Mix, Club Mix, Cassette Demo, Acoustic Version, Studio Outtake or Live In Studio).

Video Filename (Text 255)

The full path to the video file.

Video Type (Numeric)

The type of video file: 1 - Video for Windows (avi), 2 - MPEG, 3 - Quick Time (mov), 4 - Flash Video (flv) or 99 - other.

Web Links (Text)

Here you can add links to web sites.

Year Copyright (Text 4)

Use this field to specify what year the song was copyrighted.

Year Written (Text 4)

Use this field to specify what year the song was written.

3.3.2 Custom fields

To rename a custom field, open the data entry window, right-click the data field and choose **Rename Field** from the popup menu. You can also rename fields from the 'Database Setup' window (Tools=>Database Setup).

The Track table contains the following custom fields:

Text

Custom 01, Custom 02, Custom 03, Custom 16, Custom 17, Custom 37, Custom 38

Lookup

Custom 04, Custom 05, Custom 06, Custom 18, Custom 19,

Multivalue lookup

Custom 42,

Memo

Custom 41

Date

Custom 30, Custom 31, Custom 33, Custom 34

Numeric

Custom 07, Custom 08, Custom 09, Custom 32

Checkbox

```
Custom 10, Custom 11, Custom 12, Custom 13, Custom 14, Custom 15, Custom 20, Custom 21, Custom 22, Custom 23, Custom 24, Custom 25, Custom 26, Custom 27, Custom 28, Custom 29, Custom 37, Custom 38, Custom 39, Custom 40
```

3.4 Box Set table

Album Count (Numeric)

The number of albums linked to this boxset.

Albums (Text)

The name of the albums linked to this boxset.

Artist (Text 100 - lookup 140)

The artist name(s).

Cover (Binary)

This field contains the image if it is stored in the database.

Cover - Comments (Memo)

Comments about the image.

Cover - Compressed (Yes/No)

Specifies whether the image is compressed or not (only applies to BMP images).

Cover - External (Yes/No)

Specifies whether the image is stored externally (that is, only a link to the image is stored in the database) or not.

Cover - File Name (Text 255)

If this is an external image, this field contains the file name.

Cover - Thumbnail (Binary)

This field contains a thumbnail of the image. The thumbnail is automatically created when you add a new image.

Cover - Type (Numeric)

The type of image: 0 - bmp, 1 - gif, 2 - jpeg, 3 - png, or 99 - other.

Notes (Memo)

This field is for your own notes.

Released (Date)

The release date/year.

Title (Text 253)

The box set title.

Title Sort (Text 255)

This is the value that is used when sorting on the title.

3.5 Loan table

The Loan History table contains information about albums that are out on loan, and albums that previously have been loaned out. You can't modify this table directly, but CATraxx updates the table when you register an album as loaned out or as returned.

Borrower (Text 50 - lookup 147)

The name of the borrower.

Date Borrowed (Date)

The date the album was borrowed.

Date Due (Date)

The date the album is due to be returned.

Date Returned (Date)

The date the album was returned. If the album is not yet returned, this field is empty.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Overdue (Yes/No)

If the album is loaned out, this field indicates whether it is overdue or not.

Returned (Yes/No)

This field indicates whether the album is returned or not.

3.6 Want List table

The Want List allows you to keep tracks of music you intend to buy.

Artist (Text 100 - lookup 140)

The name of the artist(s).

Catalog No (Text 25)

The label catalog number.

Format (Text 50 - lookup 154)

The media format (LP, 7", 12", etc.)

Label (Text 50 - lookup 159)

The recording label.

Marked (Boolean)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Order Date (Date)

The date you ordered the item.

Ordered From (Text 50 - lookup 137)

The store you have ordered the item from.

Price (Numeric)

The price you paid.

Priority (Numeric)

The priority: 1, 2, or 3.

Released (Date)

The release date (or year only).

Title (Text 150)

The title.

Title Sort (Text 150)

The sort title.

3.7 Playlist table

Artist (Text 100 - lookup 140)

The artist(s) the playlist is assigned to.

Category (Text 50 - lookup 163)

You can group playlists into customizable 2-level categories. Right-click and choose Add

from the popup menu to add a new category.

Created by (Text 50 - lookup 164)

The person that created the playlist.

Creation Date (Date)

The date the playlist was created.

Favorite (Checkbox)

Indicates whether the playlist is a "favorite" or not. Favorite playlists are shown on the Explorer home page, and are available from the toolbar in CATraxx Audio Player.

Filter (Binary)

The filter for dynamic playlists.

Genre (Text 102 - lookup 1561)

A genre consists of a Main Genre and a Sub-Genre (Genre: Sub-genre), for example:

Classical: Opera Electronic: Jungle

Jazz: Fusion

Rock: Classic Rock World: Celtic

You can add as many genres as you like. To open the popup menu to select a genre, click the arrow button, or press Ctrl+Arrow Right. You can rearrange the genres in the list with drag-and-drop.

Main Genre (Text 50)

The main genre (Main Genre: Sub-Genre).

Max (Numeric)

This is the maximum number of albums or tracks a dynamic playlist can contain.

Notes (Memo)

This field is for your own notes.

Number of Tracks (Numeric)

The number of tracks. This field is automatically updated by CATraxx.

Note: For dynamic playlists, this field is always 0.

Playing Time

Numeric

The total playing time. This field is automatically updated by CATraxx.

Note: For dynamic playlists, this field is always 0.

Primary Genre (Text 50)

The primary genre is the first genre in the Genre field.

Random (Checkbox)

If you have set the Max field, check the Random field if you want CATraxx to pick the albums (if you filter on album fields only) or tracks at random when opening the playlist.

Suppose you have set up a filter that returns 1000 tracks. If you set Max to "50" and check the Random field, CATraxx will pick 50 of the 1000 tracks at random each time you open the playlist.

If you do not check the Random field, CATraxx will always pick the *first* 50 tracks according to the defined sort order.

Note that if you *filter on album fields only*, Max and Random will determine which albums the program will select. All tracks on these albums will be added to the playlist in the same order they exist on the album. For example, if you want to select one U2 album at random and play all tracks on this album, filter on the Album.Artist field, set Max to 1 and check the Random field.

Reload (Checkbox)

When this field is checked, CATraxx Audio Player will automatically reload the playlist when it is finished playing. This is especially useful for randomized dynamic playlists, for example the default "Surprise me! - 25 Random Tracks" playlist. When playback is completed, the player will select 25 new tracks and then automatically start playing these tracks.

Shuffle (Checkbox)

Check this field to automatically "shuffle" the playlist before it is sent to the audio player.

Note that if you filter on album fields only, CATraxx will shuffle the albums, not the tracks on these albums (the tracks will always be played in the same order they exist

on the album).

Sort Order (Binary)

The sort order for dynamic playlists.

Status (Text 150 - lookup 164)

You can assign a status to the playlist ("In Progress", "Completed", etc.).

Sub-Genre (Text 50)

The sub-genre (Main Genre: Sub-Genre).

Title (Text 100)

The playlist title.

Type (Numeric)

The type of playlist. This can be either "Manual" or "Dynamic".

A manual playlist is a playlist where you have manually selected the tracks. You add tracks to the playlist from either the Album View or Track View.

A dynamic playlist is a playlist based on a filter (for example "5 star" tracks, or tracks by a specific artist). The contents of a dynamic playlist is automatically updated as you modify information in the database.

3.8 Lookup tables

3.8.1 Acquired From table

Two fields are linked to this lookup table: Album.Acquired From and Want List.Ordered From.

Acquired From (Text 50)

The name of the store where you bought the album, who you got it from etc. Use the Sort by field to specify the value that is used when sorting on this item.

Acquired From ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Address (Memo)

This is a memo field where you can specify the address.

E-mail (Text 100)

Here you can specify the e-mail address.

Fax (Text 25)

Here you can specify fax number.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Phone (Text 25)

Here you can specify phone number.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Acquired From field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Web Link (Text)

Here you can specify the home page URL.

3.8.2 Album Credit Role table

Each person in the Album Credits field can be linked to a role.

Album Credit Role (Text 50)

The name of the role, for example "Cover Design" or "Cover Photo".

Album Credit Role ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

3.8.3 Appraiser table

One field is linked to this lookup table: Album.Appraiser.

Appraiser (Text 50)

The name of the appraiser (this could be a person, a magazine, a catalog etc.). Use the Sort by field to specify the value that is used when sorting on this item.

Appraiser ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Address (Memo)

This is a memo field where you can specify the appraiser's address.

E-mail (Text 100)

Here you can specify the e-mail address.

Fax (Text 25)

Here you can specify fax number.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Phone (Text 25)

Here you can specify phone number.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Appraiser field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Web Link (Text)

Here you can specify the home page URL.

3.8.4 Artist/Person table

3.8.4.1 Standard fields

The following fields are linked to this lookup table: Album.Artist, Track.Artist, Track.Original by, Box Set.Artist, Playlist.Artist, Album.Album Credits, Track.Author/Publisher, Track. Conductor/Arranger, Track.Production, Track.Band Member, Track.Guest Musician and Want List.Artist.

Address (Memo)

The snail mail address.

Alternate Names (Memo)

Use this memo field for any alternate names.

Artist (Checkbox)

Check this field is this is an artist. Only items marked as "artist" are shown in the Artist drop-down list in the Album and Track Edit windows. The name of artists are also shown in bold text in the Artist/Person Lookup View.

The program will automatically check this field for all artists added via the Artist fields (Album and Track Edit windows).

Artist/Person ID (Numeric)

This is an unique ID number that is assigned to each record in the table.

Biography (Memo)

In this memo field you can add the biography.

Birth Name (Text 100)

The birth name.

Birth/Formed Location (Text 150)

The birth (person), or formed (group), location.

Born/Formed (Date)

The year (or date) the person was born, or the group was formed.

Country (Text 50 - lookup 152)

The country of origin.

Death Location (Text 150)

The death location.

Died/Disbanded (Date)

The year, or date, the person died, or the group was disbanded.

E-mail (Text 100)

The e-mail address.

Fax (Text 25)

The fax number.

File Links (Text)

In this field you can add links to local files on your PC.

Genre (Text 102 - lookup 156)

A genre consists of a Main Genre and a Sub-Genre (Genre: Sub-genre), for example:

Classical: Opera Electronic: Jungle Jazz: Fusion Rock: Classic Rock

World: Celtic

You can add as many genres as you like. To open the popup menu to select a genre, click the arrow button, or press Ctrl+Arrow Right. You can rearrange the genres in the list with drag-and-drop.

Image (Binary)

This field contains the image if it is stored in the database.

Image - Comments (Memo)

Comments about the image.

Image - Compressed (Yes/No)

Specifies whether the image is compressed or not (only applies to BMP images).

Image - External (Yes/No)

Specifies whether the image is stored externally (that is, only a link to the image is stored in the database) or not.

Image - File name (Text 255)

If this is an external image, this field holds the file name.

Image - Thumbnail (Binary)

This field contains a thumbnail of the image. The thumbnail is automatically created when you modify the image.

Image - Type (Numeric)

The type of image: 0 - bmp, 1 - gif, 2 - jpeg, 3 - png, or 99 - other.

Lineup (Text)

This fields contains the lineup information (members of the group).

You can use the lineup information when you specify persons (songwriters, producers and musicians) that participate on an album. If you do this you save a lot of time when you add credits information.

For more information, see Enter lineup information 45.

Main Genre (Text 50)

The main genre (Main Genre: Sub-Genre).

Marked (Yes/No)

This field indicates whether the record is marked or not.

Name (Text 100)

The name. Use the Sort by field to specify the value that is used when sorting on this item.

Notes (Memo)

This field is for your own notes.

Personal Rating (Text 50 - lookup 1621)

You can rate artists. This allows you to, for example, create a dynamic playlist 72 with tracks by your favorite (5 star) artists.

In the data entry window, you can press the + or - button to select rating without having to open the list.

Phone (Text 25)

The phone number.

Primary Genre (Text 50)

The primary genre is the first genre in the Genre field.

Relation (Text)

Use this field to link to other related artists/persons. For example, you can link The Police to Sting, and Joy Division to New Order (and vice versa). You can also add your own notes.

When you search or group by either the Album.Artist Relation or the Track.Artist Relation field, CATraxx will automatically include all albums/tracks by the related artists.

Sort by (Text 102)

This is the value that is used when sorting on this item. When you tab out of the Name field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Sub-Genre (Text 50)

The sub-genre (Main Genre: Sub-Genre).

Type (Text 50)

The type of artist/person, for example Group, Solo Artist, Duo, Musician or Band Member.

You can set up a background color for each type (to edit a type, right-click the type in the Type field and choose Edit from the popup menu). The background color is used to color code artists/persons in the Artist/Person Lookup View and in the Artist drop-down list in the Album and Track Edit windows.

Web Links (Text)

In this field you can add links to web sites.

3.8.4.2 Custom fields

To rename a custom field, open the data entry window, right-click the data field and choose **Rename Field** from the popup menu. You can also rename fields from the 'Database Setup' window (Tools=>Database Setup).

The Artist/Person table contains the following custom fields:

Text

Custom 01, Custom 02

Lookup

Custom 03, Custom 04

Multivalue lookup

Custom 12

Memo

Custom 05

Date

Custom 06

Numeric

Custom 11

Checkbox

Custom 07, Custom 08, Custom 09, Custom 10

3.8.5 Artist/Person Type table

One field is linked to this lookup table: Artist/Person.Type.

Artist/Person Type (Text 50)

The type of artist/person, for example Group, Solo Artist, Duo, Musician or Band Member. Use the Sort by field to specify the value that is used when sorting on this item.

Artist/Person Type ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Background Color (Numeric)

This color is used as the background color to color code artists/persons in the Artist/ Person Lookup View and in the Artist drop-down list in the Album and Track Edit windows.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item.

3.8.6 Artist Role table

Each artist can be linked to an artist role.

Artist Role (Text 50)

This is the name of the artist role, for example "feat." or "with".

Artist Role ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Exclude from Sort Order (Checkbox)

Uncheck this box if you want to exclude artists linked to this artist role from the sort order when you sort on the Artist field.

Note: Make sure you select **Tools->Database Maintenance->Update ArtistSort** to update albums/tracks already in the database if you modify this field.

For more information, see the online FAQ.

Field Name (Text 50)

This is the field name that is displayed in lists with available fields, for example when creating a report or a filter. For example "Featuring Artist".

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

3.8.7 Author/Publisher Role table

Each person in the Author/Publisher field can be linked to a role.

Author/Publisher Role (Text 50)

The name of the role, for example "Composer" or "Lyricist".

Author/Publisher Role ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

CDDB Role (Drop-down list)

The CDDB role is used when submitting data to CDDB. You can not edit the contents of this list.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

3.8.8 Award table

Two fields are linked to this lookup table: Album. Award and Album. Nomination.

Award (Text 100)

Specify the name of the award. Use the Sort by field to specify the value that is used when sorting on this item.

Award ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 102)

This is the value that is used when sorting on this item. When you tab out of the Award field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

3.8.9 Borrower table

3.8.9.1 Standard fields

Three fields are linked to this lookup table: Album.Borrower, Album.Reserved to and Loan History.Borrower.

Barcode (Text 50)

The bar code number.

Borrower ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Address (Memo)

This is a memo field where you can specify the address.

Category (Text 50 - lookup 149)

Use this field to assign the borrower to a user defined category.

E-mail (Text 100)

Here you can specify the e-mail address.

Fax (Text 25)

Here you can specify fax number.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Name (Text 50)

In this field you specify the name of the borrower. Use the Sort by field to specify the value that is used when sorting on this item.

Notes (Memo)

This field is for your own notes.

Phone (Text 25)

Here you can specify phone number.

Sort by (Text 52)

This is the value that is used when sorting on the name.

Web Link (Text)

Here you can specify the home page URL.

3.8.9.2 Custom fields

To rename a custom field, open the data entry window, right-click the data field and choose **Rename Field** from the popup menu. You can also rename fields from the 'Database Setup' window (Tools=>Database Setup).

The Borrower table contains the following custom fields:

Text

Custom 01, Custom 02

Lookup

Custom 03, Custom 04

Multivalue lookup

Custom 12

Memo

Custom 05

Date

Custom 06

Numeric

Custom 11

Checkbox

Custom 07, Custom 08, Custom 09, Custom 10

3.8.10 Borrower Category table

One field is linked to this lookup table: Borrower.Category.

Borrower Category (Text 50)

Specify category. Use categories to assign a borrower to a user defined category. Use the Sort by field to specify the value that is used when sorting on this item.

Borrower Category ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Borrower Category field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

3.8.11 Company table

Two fields are linked to this lookup table: Book.Publisher and Book.Original Publisher.

Address (Memo)

This is a memo field where you can specify the address.

Company (Text 50)

Specify the company name. Use the Sort by field to specify the value that is used when sorting on this item.

Company ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

E-mail (Text 100)

Here you can specify the e-mail address.

Fax (Text 25)

Here you can specify fax number.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Phone (Text 25)

Here you can specify phone number.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Company field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Web Link (Text)

Here you can specify the home page URL.

3.8.12 Condition Cover table

One field is linked to this lookup table: Album. Condition Cover.

Condition (Text 50)

Use this field to specify the condition, for example M-, EX or VG+. Use the Sort by field to specify the value that is used when sorting on this item.

Condition Cover ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Condition field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Note: To make sure the various conditions are sorted from "highest" to "lowest", the Sort by field contains a numerical value by default (01 for the first item, 02 for the next etc).

3.8.13 Condition Record table

One field is linked to this lookup table: Album.Condition Record.

Condition (Text 50)

Use this field to specify the condition, for example M-, EX or VG+. Use the Sort by field to specify the value that is used when sorting on this item.

Condition Record ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Condition field (or save the item), CATraxx will automatically fill in the Sort by field if it

is empty.

Note: To make sure the various conditions are sorted from "highest" to "lowest", the Sort by field contains a numerical value by default (01 for the first item, 02 for the next etc).

3.8.14 Conductor/Arranger Role table

Each person in the Conductor/Arranger field can be linked to a role.

CDDB Role (Drop-down list)

The CDDB role is used when submitting data to CDDB. You can not edit the contents of this list.

Conductor/Arranger Role (Text 50)

The name of the role, for example "Arranger", "Conductor" or "Director".

Conductor/Arranger Role ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

3.8.15 Country table

Two fields are linked to this lookup table: Album.Country and Artist/Person.Country.

Country (Text 50)

Type the name of the country in this field. Use the Sort by field to specify the value that is used when sorting on this item.

Country ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Country field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

3.8.16 Distributor table

One field is linked to this lookup table: Album.Distributor.

Address (Memo)

This is a memo field where you can specify the address.

Distributor (Text 50)

The name of the distributor. Use the Sort by field to specify the value that is used when sorting on this item.

Distributor ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

E-mail (Text 100)

Here you can specify the e-mail address.

Fax (Text 25)

Here you can specify fax number.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Phone (Text 25)

Here you can specify phone number.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Distributor field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Web Link (Text)

Here you can specify the home page URL.)

3.8.17 File Link Type table

You can assign a type to each link in the File Links field.

File Link Type (Text 50)

The type description.

File Link Type ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

3.8.18 Format table

Two fields are linked to this lookup table: Album.Format and Want List.Format.

Format (Text 50)

The format description, for example LP, CD or 2CD. Use the Sort by field to specify the value that is used when sorting on this item.

Format ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Format Group (Text 50 - lookup 155)

Specify the format group the format should be linked to.

Format groups are useful when creating reports and for statistical summaries. A vinyl album and a CD album should be specified as two different formats (for example LP and CD), but can be linked to the same format group (for example Album).

Format Image (Binary)

Select the image that is shown in the Tracks window when an album is linked to this format.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Format field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

3.8.19 Format Group table

One field is linked to this lookup table: Format.Format Group.

Format Group (Text 50)

The format group description, for example Album, Box set or Single. Use the Sort by field to specify the value that is used when sorting on this item.

Format Group ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the

Format Group field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

3.8.20 Genre table

Four fields are linked to this lookup table: Album.Genre, Track.Genre, Artist/Person. Genre and Playlist.Genre.

cddbGenre (Text)

The cddbGenre is used when submitting disc data to CDDB.

All CDs submitted to CDDB must be assigned a special CDDB genre. The CDDB genres are fixed, you cannot create new genres or modify existing genres. Each of the CATraxx genres is linked to one of the CDDB genres.

Genre ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Genre (Text)

This field combines Main Genre and Sub-Genre into one field (Main Genre: Sub-Genre), for example:

Classical: Opera Electronic: Jungle Jazz: Fusion Rock: Classic Rock World: Celtic

Main Genre (Text 50)

The main genre.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Sub-Genre (Text 52)

The sub-genre.

3.8.21 Instrument table

One field is linked to this lookup table: Track.Instrument.

cddbInstrument (Text)

Use this field to specify the instrument that is used when submitting disc data to CDDB. The available CDDB instruments are fixed, you cannot add new instruments or modify existing instruments. Each of the CATraxx instruments is linked to one of the CDDB instruments.

Instrument (Text 100)

The name of the instrument. Use the Sort by field to specify the value that is used when sorting on this item.

Instrument ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 102)

This is the value that is used when sorting on this item. When you tab out of the Instrument field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

3.8.22 Insurance table

One field is linked to this lookup table: Album.Insurance.

Address (Memo)

This is a memo field where you can specify the insurance company's address.

Contact PersonAddress (Memo)

This is a memo field where you can specify the insurance company's address.

Contact Person (Text 50)

Type the name of the contact person.

Coverage (Numeric)

Specify the insurance coverage.

E-mail (Text 100)

Here you can specify the e-mail address.

Fax (Text 50)

Here you can specify fax number.

Insurance Company (Text 50)

In this field you specify the name of the insurance company.

Insurance ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Phone (Text 25)

Here you can specify phone number.

Policy (Text 50)

Use this field to specify the name of the insurance policy. Use the Sort by field to specify the value that is used when sorting on this item.

Policy Number (Text 25)

Type the insurance policy number.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Policy field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Web Link (Text)

Here you can specify the home page URL.

3.8.23 Keyword table

Two fields are linked to this lookup table: Album.Keywords and Track.Keywords.

Notes (Memo)

This field is for your own notes.

Keyword (Text 150)

The keyword should be a word that will help you later locate what you are looking for. Use the Sort by field to specify the value that is used when sorting on this item.

Keyword ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Sort by (Text 152)

This is the value that is used when sorting on this item. When you tab out of the Keyword field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

3.8.24 Label table

Two fields are linked to this lookup table: Album.Label and Want List.Label.

Address (Memo)

This is a memo field where you can specify the address.

E-mail (Text 100)

Here you can specify the e-mail address.

Fax (Text 25)

Here you can specify fax number.

Label (Text 50)

The label name. Use the Sort by field to specify the value that is used when sorting on this item.

Label ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Phone (Text 25)

Here you can specify phone number.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Label field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Web Link (Text)

Here you can specify the home page URL.

3.8.25 Location table

One field is linked to this lookup table: Album.Location.

Location (Text 50)

The location of the album. Use the Sort by field to specify the value that is used when sorting on this item.

Location ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Location field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

3.8.26 Music Chart table

Two fields are linked to this lookup table: Album.Music Chart Info and Track.Music Chart Info.

Music Chart (Text 150)

The music chart, for example "Billboard 200".

Music Chart ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Notes (Memo)

This field is for your own notes.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Sort by (Text 152)

This is the value that is used when sorting on this item.

3.8.27 Owner table

One field is linked to this lookup table: Album.Owner.

Owner (Text 50)

Specify the name. Use the Sort by field to specify the value that is used when sorting on this item.

Owner ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Owner field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

3.8.28 Packaging table

One field is linked to this lookup table: Album.Packaging.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Packaging (Text 50)

Specify the type of packaging. Use the Sort by field to specify the value that is used when sorting on this item.

Packaging ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Packaging field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

3.8.29 Personal Rating table

Three fields are linked to this lookup table: Album.Personal Rating, Track.Personal Rating and Artist/Person.Personal Rating.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Personal Rating (Text 50)

Use this field to specify your own personal rating, for example Excellent or Very Good. Use the Sort by field to specify the value that is used when sorting on this item.

Personal Rating ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Rating Image (Binary)

Use this field to store a rating image with the rating. The rating image is shown in lists where you select rating (Album Edit and Track Edit windows), in the browse list, in reports and in the explorer.

This image must be a GIF file and maximum size is 50x100 pixels.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Personal Rating field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

3.8.30 Playlist Category table

One field is linked to this lookup table: Playlist.Category.

Category (Text 50)

The main category.

Please note that, in the data entry windows, the Sub Category list is linked to the Category list. When you select a category, only the sub categories in this category are available in the Sub Category list.

Full Category (Text)

This field combines Category and Sub Category into one field (Category: Sub Category).

Marked (Yes/No)

This field indicates whether the record is marked or not.

Playlist Category ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Sub Category (Text 52)

The sub category.

3.8.31 Playlist Created by table

One field is linked to this lookup table: Playlist.Created by.

Created by (Text 50)

Specify the name. Use the Sort by field to specify the value that is used when sorting on this item.

Created by ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Created by field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

3.8.32 Playlist Status table

One field is linked to this lookup table: Playlist.Status.

Background Color (Numeric)

This color is used as the background color to color code playlists (in the Playlist Manager) linked to this status item.

Select Automatic if you don't want to color code playlists linked to this status item.

Color coding is not activated before you select the Use Status color coding option in the 'Options' window (Tools->Options->Misc).

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Status field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Status (Text 50)

Specify the status description (for example "In Progress", "Completed", etc). Use the Sort by field to specify the value that is used when sorting on this item.

Status ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

3.8.33 Production Role table

Each person in the Production field can be linked to a role.

CDDB Role (Drop-down list)

The CDDB role is used when submitting data to CDDB. You can not edit the contents of this list.

Production Role (Text 50)

The name of the role, for example "Engineer" or "Producer".

Production Role ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

3.8.34 Sound table

One field is linked to this lookup table: Track.Sound.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sound (Text 50)

Type the sound description, for example Mono or Stereo. Use the Sort by field to specify the value that is used when sorting on this item.

Sound ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Sound field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

3.8.35 SPARS table

One field is linked to this lookup table: Album.SPARS.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the SPARS field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

SPARS (Text 50)

The SPARS (Society of Professional Audio Recording Studios) code indicates whether different portions of the recording process were accomplished using either digital or analog recording methods. Use the Sort by field to specify the value that is used when

sorting on this item.

SPARS ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

3.8.36 Status table

One field is linked to this lookup table: Album. Status.

Background Color (Numeric)

This color is used as the background color to color code albums (in the Album View) linked to this status item.

Select Automatic if you don't want to color code albums linked to this status item.

Color coding is not activated before you select the Use Status color coding option in the 'Options' window (Tools->Options->Misc).

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Status field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Status (Text 50)

Specify the status description. Use the Sort by field to specify the value that is used when sorting on this item.

Status ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

3.8.37 Studio table

One field is linked to this lookup table: Track.Studio.

Address (Memo)

This is a memo field where you can specify the address.

E-mail (Text 100)

Here you can specify the e-mail address.

Fax (Text 25)

Here you can specify fax number.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Phone (Text 25)

Here you can specify phone number.

Sort by (Text 152)

This is the value that is used when sorting on this item. When you tab out of the Studio field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Studio (Text 150)

The name of the studio. Use the Sort by field to specify the value that is used when sorting on this item.

Studio ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Web Link (Text)

Here you can specify the home page URL.

3.8.38 Studio Role table

Each studio in the Studio field can be linked to a role.

CDDB Role (Drop-down list)

The CDDB role is used when submitting data to CDDB. You can not edit the contents of

this list.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Studio Role (Text 50)

The name of the role, for example "Mastering Location" or "Mixing Location".

Studio Role ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

3.8.39 Tape Type table

One field is linked to this lookup table: Album. Tape Type.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Tape Type field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Tape Type (Text 50)

Specify the tape type, for example Normal, Chrome or Metal. Use the Sort by field to specify the value that is used when sorting on this item.

Tape Type ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

3.8.40 Tour table

One field is linked to this lookup table: Track.Tour.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 152)

This is the value that is used when sorting on this item. When you tab out of the Tour field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Tour (Text 150)

Specify the tour name. Use the Sort by field to specify the value that is used when sorting on this item.

Tour ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

3.8.41 Venue table

One field is linked to this lookup table: Track.Venue.

Address (Memo)

This is a memo field where you can specify the address.

E-mail (Text 100)

Here you can specify the e-mail address.

Fax (Text 25)

Here you can specify fax number.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Phone (Text 25)

Here you can specify phone number.

Sort by (Text 152)

This is the value that is used when sorting on this item. When you tab out of the Venue field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Venue (Text 150)

The name of the venue. Use the Sort by field to specify the value that is used when sorting on this item.

Venue ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Web Link (Text)

Here you can specify the home page URL.

3.8.42 Vinyl Color table

One field is linked to this lookup table: Album. Vinyl Color.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Sort by (Text 52)

This is the value that is used when sorting on this item. When you tab out of the Vinyl Color field (or save the item), CATraxx will automatically fill in the Sort by field if it is empty.

Vinyl Color (Text 50)

Type the color name. Use the Sort by field to specify the value that is used when sorting on this item.

Vinyl Color ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

3.8.43 Web Link Type table

You can assign a type to each link in the Web Links field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Web Link Type (Text 50)

The type description.

Web Link Type ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Part

4 Other products

4.1 AssetCAT

Home page Download

AssetCAT is a powerful inventory database program that will assist you in keeping track of your household items, valuables and collectibles. AssetCAT allows you to catalog a wide range of information, and create customized reports with details on each item including photos for your own records, or to share with your insurance agent so that you will be prepared if a disaster strikes.



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