Movie Label User's Guide

Movie Label 2018

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Saving Reports
Welcome to Movie Label 2018
Rediscover your movie collection

Welcome to Movie Label 2018. The 13th version of our premier movie collector’s software. Since its introduction in 2005, the program has matured and evolved considerably. Our products are known for their many powerful functions yet being extremely easy to use. Movie Label is no exception.

The focus of this 13th version has been performance and user suggested improvements.

As usual we have made several improvements to the product performance. More importantly, we have added user suggested functions such as QuickAdd, a new (very fast) download function. We also added the possibility to pin rows in the views, movie group improvements, new reports, etc.

But don’t take our word for it. Install Movie Label 2018 today and experience a product where we have tried to implement tons of suggestions from our user community.

Who benefits from Movie Label?

Our product is geared toward movie collectors around the world. Not only because it is available in several different languages but because it is extremely easy to use.

The product, however, is also used by professionals such as movie makers, producers, stores, libraries, and schools.

The benefit of the powerful client/server database not found in any competing products makes it ideal for professional use. It ensures stability, performance, and security no matter how big your database grows. There is no upper limit to how big your database can grow.

Movie Label is built to support Unicode (UTF8) from the ground up to support international users and movies.

Movie Label fully supports touch screens and features a special touch mode if you need more space between buttons and items.

Installing Movie Label

Movie Label 2018 is officially supported on Microsoft Windows 10, 8, 7, Vista and XP. Movie Label 2018 is designed for Windows 10.

We recommend that you download the latest version of Movie Label from our website www.codeaero.com which will ensure that you get a stable product.
To install the product, double-click mol_setup_trial.exe (note that the filename may vary depending on the download source). This will start the installer and on the second page of the installation wizard you can choose where to install Movie Label. We recommend that you use the default installation location.

The next page enables you to change the name and location of the Start Menu folder. For simplicity, we recommend you keep the default here too.

On the last page of the installer you can choose if you want to add Movie Label icons to your desktop and Quick Launch bar.

**Running Movie Label for the first time**

Start Movie Label by choosing the Movie Label 2018 shortcut from the Windows Start Menu.

If you are running a trial version; you need to start by clicking OK in the evaluation information dialog that appears upon starting the program. If you purchased Movie Label, however, that dialog will not appear.

The Welcome dialog is the first program dialog to appear and this is where you create your first database. Start by choosing the language of your choice. The default language used in the application is English.

To open an existing database, click the link labeled “Click here to open an existing database”. Doing so will open a new dialog where you can choose the Movie Label database to open.
**Create a New Database**
If you want to change the location or name of your new database, click the “…” button. This is where your Movie Label database will be stored.

Note

Windows 10, 8, 7 and Vista will not allow you to create files everywhere (if not in Administrator mode). We therefore recommend you not to create your database in the Program Files folder or in the root directory.

Finally click the OK button to create the new database and close the Welcome dialog. You will then get the option to add demo data to the new database. If you choose ‘Yes’, a few movies will be added to the new database, so you can check the functionality of Movie Label without any additional work.

**Additional Databases**
The Welcome dialog will only appear the first time you start Movie Label. If you want to create additional databases, you need to do that in Database Operations. More about this in the Database Operations chapter.

Note that the language can be changed later in the Options dialog.

**Adding your first item to the database**
After creating your database, the ‘My Collection’ window will be shown. If you click the ‘Browse your movie collection’ link (or click ‘Movies’ in the left pane tree-view), you will be taken to a list of your movies. This is where you can sort, search and group your movies. The main window looks like this:
Adding items to the Movie Label database is very straightforward. Simply click the ‘Add Moves’-button in the main window toolbar and you will be able to choose which method to use. Choose ‘by Title/Barcode’ and the Movie Query dialog will appear.

The first time you perform this action, you’ll be asked if you want to use the standard download method or the new QuickAdd method. This can later be changed by checking/unchecking the QuickAdd checkbox in the Movie Query dialog. The difference between the two:

- QuickAdd is very fast but does not download as much info.
- The standard legacy method downloads all available data but takes much longer for each movie to complete.

Movie Query enables you to download data about the movies in your collection without manually typing all the information yourself. You simply need to type the title (or UPC barcode) of the movie and click the Search-button.

If you, for example, type ‘Dunkirk’ into the search box and then click Search; a list of matching movies will appear. These two screens show the Movie Query dialog before and after you perform a search:

You can now click to select the movie to download from the search result. When you do that a box will appear where you can change some fields before the download (media type, region code and sequence number). Finally click the ‘Add to Download Queue’-button.
If you are unsure which movie is the right one, you can click the Preview-button and some basic movie information will be downloaded and shown:

![Movie Preview](image1)

If you know which movie to select in the search result and don’t want to change the fields (media, region code or sequence number); simply double-click the movie in the search result to add it to the download queue.

When you have added a batch of movies to the download queue, click the ‘Download Queue to Database’-button to download information about the movies added to the queue.

While the movies are downloaded, trivia about each movie is shown:

![Downloading Trivia](image2)

Note

You can also copy and paste a full URL to a movie on IMDB into the name field. Example:

http://www.imdb.com/title/tt0068646/
Adding TV-Series
Movie Query also lets you add TV-series to your collection. To search for TV-series instead of movies, choose 'TV-Series' in the 'What to Add'-box. Then type the name of the TV-series (e.g. 'Game of Thrones') and choose the season. Movie Label will then download the list episodes with individual plots (where available). This is what the Movie Query dialog look like when you search for TV-series:

Manually Adding Movies
If you want to manually add movies to your database; click the 'Add Movies' button and choose ‘by Entering Data Manually’:

Importing movies from a text file or scanning a PC
Instead of manually typing each title you can import a list of titles and then downloading information about the titles gathered. You can choose from two ways of importing a list of titles.
Import from a Text File
The text file needs to contain one movie title per row. If you only have a semi-colon or tab separated text file with several values, Movie Label can separate it for you and import the title only. Before Movie Label query Internet for information, you will get the chance to edit and delete titles.

Scan PC for Movie Files
Movie Label scans a specified directory (and its sub directories) and presents the title tag (or file name) for all files found. You can easily specify the movie file types (extensions) to search for. Before Movie Label query Internet for information, you will get the chance to edit and delete the movie titles. Note that files already found in the database will be ignored by the scan engine (to avoid duplicates).

Before starting the scan, you can specify if your movie files are grouped in directories or not. If you select this option, all movies from each directory will be added to the same movie. If your movies are split into several files, this option is for you.

The scan routine will look for .nfo files during the scan to find an IMDB URL. If no such file is found, Movie Label will try to automatically match titles (to download information). If the movie can’t be matched, you will need to manually associate the movie. If the option to manually associate all movies is selected, no automatic matching will be attempted. The scan routine will also look for a <movie title>.jpg file during the scan. If such a file exists, that cover art will be used (and no cover art will be downloaded).

Basic Navigation
The main window consists of a few areas that are important to know since they will be mentioned throughout this document.

Application Button (File Tab)
The Application Button (File tab) is the blue tab/button in the top-left corner of the program. Clicking it gives you access to the core functionality of the program such as Database Operations, Backup and Options. The Help-section also contains the product version information.
Ribbon (toolbar)
The ribbon consists of two pages (Home and Data) and contains all the functions of the program. Movie Label uses a ribbon interface licensed from Microsoft and is the same one that is used in the latest version of Microsoft Office. We chose this approach due to the unparalleled user friendliness. Here is part of the ribbon:

If you want to hide the ribbon to save screen space, you can toggle between hidden and pinned by clicking the button in the bottom-right corner of the ribbon:

If you want to revert to hiding it by default, click the small arrow button (now located at the same place as the pin button was when the bar was minimized).

Shortcuts
It is from the shortcuts you reach the three areas of the program (Movies, Reports, and Statistics). Simply click one of the shortcut buttons to go to that area of the program. The shortcuts are located in the bottom left corner of the Movie Label main window:
**Status Bar**
The status bar shows the number of items listed in the current view and gives quick access to switch between databases (if you got more than one database):

![Image of status bar]

**Selecting items in lists**
In all lists and views throughout the program you click the item you wish to select. To select more than one item, hold CTRL or SHIFT down while clicking the items. Note that most lists and views in the program also have a right-click menu with actions for that specific list or view. You can also double-click an item to edit it (like choosing Edit in the toolbar).

**Movies Section**
The movies section is the main section of the program and every time you start the program you will find yourself here. This is where you find all information about the movies added to your collection. When you select an item/row in one of the views the Movie Info bar (to the right on the screen) will be updated with details about the currently selected movie.

**My Collection**
The ‘My Collection’ page contains links to the basic functionality in Movie Label. It also shows you some brief statistics about the currently opened database.

**Views**
You can view your movies in a variety of different views (Movies, Media, Persons, On Loan and Wanted Items). Each view can be shown as a list, as thumbnails or as cards. The views can also be customized, searched and filtered individually. You can even create your own views but let’s start by a quick look at the five pre-defined views.

**Movies**
This view lists all movies in your collection.

**Media**
The Media view shows all media of your collection. Since there can be more than one movie on each media, the Movie Info bar shows a Contents list when the Media view is chosen.

**People**
This view shows all people in your database. This means actors, directors, producers, stuntmen etc. The Movie Info bar is also updated to show information about the selected person and all the movies where he or she has taken part.

**On Loan**
This view shows all items that are on loan.
Wanted Items
This view lists all movies that you plan to buy in the future. All your wanted items.

View Types
Each view can be shown as a list, thumbnails, or cards. To flip between the different view types; click the view type buttons:

![View Type Buttons]

List
This view is a basic table containing the columns of your choice.

Thumbnails
The thumbnail view shows a thumbnail of the cover art (or picture of persons) and the details of your choice beneath it. The size of the thumbnails can be set in Options.

Cards
This view shows each item as a card and is suitable to show a little more information than the thumbnails view since its layout is horizontal. This view can be customized to show one or multiple items per row. Read more about this in the Customization chapter.

Movie Info Bar
The Movie Info bar shows detailed information about the currently selected item. Depending on the view selected, the layout of the Movie Info bar might change slightly.

If you move the mouse pointer over the cover art, a preview popup window will show various information and functionality. This popup can be disabled in the Options dialog.

To show a full-size version of the cover art, click the thumbnail in the preview popup or in the Movie Info bar.

The preview popup contains links to play the associated movie trailer and movie. You can also update the rating quickly or set the date when the movie was watched to today or yesterday. If you need to set it to a specific date; you need to edit the movie by double clicking the movie in the view.

There is also a Find All menu to find movies that are connected to the current movie for one reason or another. If you, for example, choose ‘Find All -> Same Year’; the current view will be filtered to only show movies produced in the same year as the selected movie.
In the lower part of the Movie Info bar, you can switch between showing the cast and the plot. If a TV-series is the currently selected item, you can also switch to show the episodes.

By right-clicking a person (cast or credits) in the Movie Info bar, you can choose from a few options, such as properties (that is the same as double-clicking the person). It will show detailed information about the selected person and enable you to download information (and a picture) of him/her. The cast right-click menu looks like this:

The person properties dialog gives you some basic information, a picture, filmography, award nominations/wins and trivia. The dialog looks like this:

If you choose ‘Find all movies with person’ from the right-click menu; the current view will be filtered to only show movies where the selected person takes part. On the other hand, if you are in the Persons
view, you can choose ‘Find all persons from movie’ if you right-click a movie in the Movie Info bar. This will filter the Persons view to only show the persons who are a part of the selected movie.

Also, note the splitter between the view and the Movie Info bar that enables you to resize the bar. There is also a splitter between the cast and the credit section in the bar.

**Searching and Filtering**
Movie Label has several different ways of searching and filtering your data. We have put a lot of effort into making this essential functionality as easy and intuitive as possible.

**Instant Search**
The fastest and most commonly used search tool in Movie Label is Instant Search. It is always visible, and you can simply set focus to the search box by clicking it and start typing and the view will be filtered as you type. By default, a variety of fields is searched, and you can easily define which fields Instant Search should use by clicking the ‘…’-button in the Instant Search field. The Instant Search field is located in the view header:

![Instant Search Field](image)

**Expand the Query Builder**
You can expand the Query Builder by clicking the Instant Search-button in the toolbar and choosing ‘Expand the Query Builder’. The Query Builder enables you to choose different fields to search and get a search result as you type.

**Note**
When querying fields you can type a !-mark first to find anything except the text/number you search for. This means if you search the Title field for ‘!inside’ only movies without ‘inside’ in the title will appear.

When querying numeric fields such as Rating, you can type > and < first to search for items smaller or larger than a specific value. This means if you search the Rating field for ‘>3’ only movies with a rating of 3.5 or higher will appear.
Find All
If you right-click on any of the movies in the view, one of the options is ‘Find All’. This menu item has several different sub-items that enable you to quickly filter the view based on the currently selected movie:

QuickFilter
By clicking the QuickFilter button in the toolbar, you can show or hide the QuickFilter. The QuickFilter contains a button for each letter in the alphabet and when clicked; the view will be filtered to only show items that start with the clicked letter.
**Advanced Find**
If you choose ‘Advanced Find’ from the Instant Search menu in the toolbar, a new dialog will appear where you can perform a more detailed search. You can perform searches like: show all action movies in my collection that were released 2006 and got the highest rating. The dialog looks like this:

![Advanced Find dialog](image)

When you use the ‘like’ operator you can use wildcards:
- ‘*’ or ‘%’ equals one or many unknown characters
- ‘?’ or ‘_’ equals one unknown character

This means that if the ‘contains’ operator is the same as using ‘like’ and putting ‘%’ or ‘*’ on both sides of the search string.

When searching dates, you can use ‘TODAY’ in your searches. This can also be used to create a view with a dynamic date filter. If you want to search for the movies, you have seen in the last month your search would look like this: *Last Watched > TODAY-30* (the last watched date larger than today minus thirty days). This can of course also be used with other dates such as Purchase Date, Release Date, etc.

You can also limit the maximum number of results to show by clicking the check box at the bottom of the dialog and then entering the maximum number.

**Sorting**
Throughout the application, you can sort the view by clicking the column header of the field you want to sort by. The view will then be sorted ascending by the clicked field. If you want to sort descending instead; click the same header a second time.
Advanced Sort
You can sort the views in up to five levels using Advanced Sort. To achieve this, click the ‘Advanced Sort’-button in the toolbar. A new dialog will then appear where you can choose fields to sort by (ascending or descending):

![Advanced Sort dialog]

Pinning rows
You can pin rows to the top or bottom of the list views. Simply click the pin icon to the very left in the views and choose to pin it to the top or bottom of the view.

![Pinning rows]

After pinning a row, you can unpin it by clicking the pin of that row and choosing to unpin it.

Pinning rows is extremely useful to compare movies in the view or to set movies aside when deciding on a movie to watch.

Random Selection
The Random Selection function selects a movie or person from the currently active view. If a search has been made prior to the random selection; only movies from the search result will be included in the randomization process. This means that you can limit the possible result by performing a search before clicking ‘Random Selection’. For example, if you search for action movies first, only action movies will be considered for selection.
Create Your Own View

When you create your own view, you can save a filter and a sorting with the view. Then each time you select the view it will show the information you expect it to without having to perform a separate search.

To create your own view start by selecting a view that you want to base the new view on. If you, for example, select the Movies view with thumbnails; the new view will become a view with thumbnails. When you have selected the appropriate view; click the ‘Create a View’-button in the toolbar.

A new dialog will appear where you can assign the view a name, an icon, a filter, and sorting:

![View Properties dialog]

For more information about filter see the chapter titled Advanced Find. For more information about the sorting, see the chapter titled Advanced Sort.

When you are ready, click the ‘OK’-button to create your new view. You will then find the view under ‘My Views’:

![My Views]

When the view is created, you can rearrange and customize the view columns as you wish, and the setup will be stored with the new view. Read more about this in the chapter titled Customization.
You can also rearrange the order of your views by clicking ‘Arrange Views’ in the ribbon.

**Editing a View**
You can edit the name, filter, and sorting of all views that you have created. Right-click the view you want to edit and choose ‘Edit View’ or click the ‘Edit View’-button in the ribbon.

Note that the Standard views cannot be edited or rearranged (they can be customized though).

**Movie Properties**
When you manually add a new item, or edit an existing item, the movie properties dialog will open:
If the opened media contains multiple movies, the Contents Bar will show. It enables you to flip between the contents on the open media and add new if needed. Some media types (such as VHS) are set to always show the Contents Bar since they almost always contain more than one item. This option can be altered for each media type since each one got a property named ‘View Contents Bar by default’. More about this in the *Lookup Data* chapter. The dialog looks like this with the Contents bar showing:

You can movie between the movies from the view by clicking the Next/Previous buttons in the Quick Access Toolbar. This allows for quick editing without exiting the movie properties dialog.

Note that the movie properties consist of several pages of information: General, Additional, Plot, Cast & Credits, TV-series, Awards, Tech Data, and Comments. Each page has a set of fields that is stored with each movie in the database.

**Field Descriptions**

There are several available fields that are stored with each item. Note that there is a ‘…”-button next to many fields. Clicking this button lets you add lookup data to that field. If you, as an example, click the ‘…”-button next to the Country-field to add new countries (or remove if you need to).

What is the difference between Movie and Media?

The media is the actual DVD, Blu-ray or VHS tape and it can contain one or many movies. A movie can actually be a TV-show or whatever the media contains.
**Fields Related to the Media**

**Media Title**
The title of the media. If the media for example is a DVD, the media title is often the movie name plus the edition (e.g. ‘The Godfather - Widescreen Edition’ or simply ‘The Godfather’). If it is a VHS; the title might be ‘Various short clips from various TV shows’ or ‘Friends - Season 1 - Episode 1-3’).

**Edition**
Name of edition (e.g. ‘Widescreen Edition’ or ‘Special Edition’).

**Media Type**
Type of media (e.g. ‘DVD’ or ‘Blu-ray’).

**UPC**
The media barcode.

**Region Code**
What region code the media is (only applies to region coded digital media such as DVDs).

**Discs**
The number of discs this media contains (may be more than one if it is a full season of a TV series or similar).

**Seq. Number**
Sequence Number is your own numbering.

**Length**
Total length of the media (applies to for example VHS, which have different lengths such as 180, 240 etc.). This field will only appear if the media is a media you specify length for (alter the media type properties to change this).

**Price**
Cost of purchase.

**Date Purchased**
Date of purchase.

**Location**
Where the media is located.

**Status**
You can use this field for whatever you want.

**Cover Art / Back Cover**
JPEG pictures of the front (and back) side of the media cover.
Deck / Slot
If your movies are in a changer, you can specify the deck and slot of each media.

**Fields Related to the Movie/Content**

**Movie Title**
Title of the movie or program or whatever is on the media. Since one media can have several movies on it; you can save title (and all other movie information) about all content on the media. Calling the contents 'movies' is just to make it easier and because most people will use Movie Label to catalog movies.

**Original Title**
The original title of the movie (if the title has been translated into another language).

**Tagline**
A one-liner or slogan describing the movie.

**Studio**
The studio that released the movie.

**Budget**
The total movie budget.

**Gross Revenue**
The total gross revenue generated by the movie.

**Release Date**
The date the movie was released on the current media.

**Theatre Date**
The date the movie was released in theatres.

**Production Year**
The year the movie was produced.

**Certification**
How the movie was rated, if it is suitable for children, if it contains violence or such.

**Country**
Where the movie was produced.

**Official Site**
The movie’s official website.

**IMDb Rating**
The current rating of the movie at IMDb.
Rotten Tomatoes Rating
The current rating of the movie at Rotten Tomatoes.

Running Time
The total running time of the movie (in minutes).

Disc
The disc the movie is on (if part of a multi disc set).

Trailer
Link to a trailer of the movie (can be a link to a file on the web or on the local hard-drive).

Watched
Indicates if the movie has been watched or not.

Last Watched
The date you last watched this movie.

Special Features Watched
Indicates if the special features have been watched or not.

Rating
Your personal rating of the movie.

Plot / Plot Outline
The plot outline is a short version of the plot which can be of any length.

Movie File Path
If the movie is on your hard-drive you can associate the file with the movie in the database and then automatically play the movie from within Movie Label.

Genres
What type of movie it is (comedy, action, thriller etc.)

Aspect Ratios
Which aspect ratio(s) the movie can be seen in.

Special Features
Special Features that appear on the DVD or Blu-ray disc. Note that these can be saved as Contents (movies) if you want to save more information about each one of them.

Audio Formats
The language and sound mix of the movie.

Filming Locations
Locations where the movie was shot.
Subtitles
Language of the available subtitles.

Original Language
The original language spoken in the movie.

Cast
The actors of the movie and the roles they play.

Credits
The people involved in the making of the movie (ranging from director to stuntmen to makeup artists and so on). Credits can also include information such as production company.

Comments
Any notes related to the movie.

Trivia
Fun and interesting facts about the movie.

Series Name
Name of the TV-series (e.g. ‘CSI’ or ‘Friends’).

Season
The TV-series season number.

Episodes
Detailed information about all the episodes of the season. Each episode has its own name, running time, plot, rating, etc.

Awards
The award fields will enable you to keep track of the awards nominated and won by the movies and people.

Technical Data
Technical data is used to store technical data related to the movie such as cameras and film used to film the movie.

3D
Check this box if the movie is in 3D.

Digital Download – Type
If the movie comes with or is a digital download, here is the field to name the type (or brand).

Digital Download – Code
The code required to watch the movie at the above-mentioned service.
Soundtrack
Artist and title information for music features in the movie.

*Fields Related to the movie files*
When scanning your PC for movie files, Movie Label automatically assigns the technical details of the movie (as far as possible). The fields related to movie files are listed below.

**Codec**
Name of the codec used to encode the movie file(s).

**Format**
Description of the movie file format.

**Video Size**
Size of the video (width x height).

**Bitrate**
The bitrate of the video file(s) measured in bits per second (bps).

**Framerate**
The framerate of the video file(s) measured in frames per second (fps).

**Standard**
Video standard (NTSC or PAL).

**Resolution**
Video resolution in bits (16, 24 or 32).
**Editing Several Movies at Once**
Movie Label contains a function called ‘Edit All Selected’ that enables you to update several movies at once. To achieve this, you need to start by selecting more than one movie in the view. Do that by CTRL-clicking or SHIFT-clicking (standard Windows multi-selection). Then click ‘Edit All Selected’ on the Data-page of the ribbon. A dialog will then appear where you can choose which field to alter and what the new value should be:

![Group Edit Selected Items](image)

**Move a Movie from one Media to Another**
Let’s say you have a box set of movies. You need to download those separately but might then want to move some of them onto the same media. This is very easy to do in Movie Label. Simply select the movie you want to move (in the view) and then click the ‘Move Movie’ button on the Data-page of the ribbon. Now select the media you want to move the movie to.

Note that there is also an option to delete the source media if it is empty after the movie.

**Copy Items Between/Within Databases**
There is also a possibility to copy media items (including the movies on them) between (or within) databases. Select the item(s) you wish to copy and then click the Copy button on the Data-page of the ribbon. A dialog will appear where you can choose to copy the item(s) to the same database or even select another database to copy them to.

**Movie Groups**
If you have several movies that you want to group to locate them quickly in the future, you can create groups. You can use the Define Movie Group function on the Modifications tab of the ribbon to create a new group. Example of groups could be “James Bond” or “Star Wars” etc.

**Copy Cast and Credits**
You can copy the full cast list from one movie to another by right-clicking the cast list in the movie properties dialog and choosing ‘Copy Cast’. Then open the movie you wish to copy the cast, right-click the cast list, and choose ‘Paste Cast’.

The exact same procedure is available for the list of credits.
Exporting Data
Movie Label let you export your data to a variety of formats. Click the ‘Export Data’ button on the Data-page of the ribbon to choose a format to export to. The layout of the export will be exactly as the current view. So, if you want to add fields or re-order them you need to customize the view to match the layout of the export file you need.

Exporting Cover Art
All cover art is stored in the Movie Label database. You can, however, export your cover art to Jpeg files by clicking the ‘Export Cover Art’ button on the Data-page of the ribbon. If you want to limit the cover art exported, perform a search first because only the movies shown in the view will get their cover art exported.

Loans
The On Loan view contains information about all movies in your collection currently on loan. You can also click the New-button to add a person that you can loan movies to in the future. A movie on loan will have a loan banner in the Movie Info bar. It will also have an icon in the Movies view:

![Loan Icon]

Loan a movie to someone
When someone wants to loan a movie from your collection, you do not perform the loan in the On Loan view. You perform a loan by selecting the movie(s) to loan out in the Movies or Media view. Note that you can CTRL-click to select multiple movies. Finally click the ‘New Loan’ button. A dialog will appear where you can choose the person to loan the movie(s) to. Simply choose the person, set a due date, and then click the ‘OK’ button to finalize the loan.

It is also possible to add a new person in the New Loan dialog by clicking the ‘Add a new person’ button.

Returning a Loan
Returning a loan is very straight forward. Either select a movie in the Movies, Media or On Loan view, right-click it and select Return Loan (or click the ‘Return Loan’-button in the ribbon).

Send an e-mail reminder
If a loan is overdue, you can automatically create an e-mail and send it to the person who borrowed the movie(s). To send a reminder; select a movie in the On Loan view and click the ‘Send an Email Reminder’-button in the Info Bar (under Actions). Note that this will not work if you don’t have a default e-mail client in Windows.
Call and remind someone using Skype
In the same way that you would send an e-mail reminder, you can call and remind someone by selecting a movie in the On Loan view and then clicking the ‘Call person using Skype’ button in the Info Bar (under Actions). This requires that a phone number has been stored (including the international prefix).

Wanted Items
The Wanted Items view let you keep track of movies that you intend to buy in the future. The movies are downloaded in the same way as in they are in the Movies section. You can also manually add movies the same way you would in the Movies section.

Later, when you purchase movies listed as wanted items, you can simply select those items and click the ‘Move to Movies’ button in the Info Bar. This will download movie information from the internet and add the movie to your collection.

Reports Section
The Reports section lets you print several pre-defined reports. If you don’t want to print the reports, you can also export them to several different formats (such as PDF, Word, Excel and text file). Note that when you are in the Reports section; the ribbon has a new page titled Report. This page contains actions related to the reports such as zoom, navigation and printing:

If you have the Professional Edition, you can edit the existing reports and create your own new reports. More about this in the Report Editor chapter.
The first thing you need to do is to choose a report to print:

When you click the Preview-button, a dialog will appear where you can (if you wish) filter and sort the report. If you do not apply a filter; all movies of your collection will be included in the report. Finally click the ‘OK’-button to preview the report. If you are satisfied and want to send it to your printer; click the ‘Print’-button in the ribbon.

**Lookup Data**

Movie Label contains a lot of basic lookup data such as media types, genres, languages, etc. New lookup data is also added if a downloaded movie contains lookup data not already in the database. You can also add/remove lookup data yourself by choosing the type of lookup data to add/remove on the Data-page of the ribbon:

You can also click the ‘…’-button next to fields in the various data input dialogs of the program:

**Audio Formats**

This option let you add and remove audio formats such as Dolby Digital 5.1, DTS 5.1, etc.

**Certification**

This option let you add and remove certifications such as MPAA ratings (or whatever your country uses).
Countries
This option let you add and remove countries.

Genres
This option let you add and remove genres (such as action, thriller, comedy, etc.).

Languages
This option let you add and remove languages which are used for subtitles and audio tracks.

Technical Data
Here you can add and remove technical data that you later can use to store about your movie. Technical data such as camera and film used to shoot the movie for example.

Media Types
This option let you add and remove media types such as DVD, Blu-ray and Divx (on HD). The media types dialog is a bit more advanced than the dialogs for the other lookup data:

You can add an icon to each media type so you quickly can identify it in the views and reports. Each media type can also have a description if needed. There are also a few other options:

This media is Read Only
Check this option if you can’t write to it. Examples of Read Only media: DVD and Blu-ray. Examples of media that should not have ‘Read only’ checked: VHS and Hard-drive.

This media is measured in minutes
This option should be checked if the media is measured in minutes. When this media is later added, you will be able to add a total length of it (so you can measure how much more information can be written to it). Example of media that is measured in minutes: VHS.
View Contents Bar by default
If this option is checked the Contents Bar of the movie properties dialog will be shown by default. This is especially good for media that usually contain more than one movie. Example of such media: VHS.

Customization
Movie Label features many ways for you to personalize the program to fit your needs and adhere to your preferences of viewing the data.

Customizing the Views

Resize a Column
You can resize each column by dragging the edge of the column header:

To automatically resize the column to the widest content, double-click the edge of the column header.

Move a Column
To move a column into a different place, drag the column header into the desired place:

Add/Remove Columns
To add a new column to a view or to remove a column from a view, click the ‘Customize Columns’-button in the ribbon. A small window will then appear containing the headers of all columns not currently shown in the view.

You can drag columns from this window and into the column header to add columns to the view. You can also drag columns from the header into the customization window to remove them from the view.
**Column Lines**
You can toggle column lines on and off by right-clicking the view and choosing Column Lines.

**Customizing the thumbnail and card views**
You can add/remove fields to thumbnail- and card views in the same way you add/remove columns to the regular list view. Read more about that in the *Add/Remove Columns* section above.

You can also choose the number of columns to show by dragging the splitters between the movies in the views:

![Column Lines](image)

**Grouping the Views**
To quickly group a view by a field; click the ‘Group By’-button in the ribbon and choose a field to group the view by. You can quickly un-group the view by clicking the same button but choosing ‘no grouping’ instead.
**Group By box**
To group the view in more than one level you need to show the Group By box. To show/hide the Group By box, click the ‘Group By’-button in the ribbon and choose ‘Group By box’. You can now drag the column header(s) you wish to group by into the Group By box. You can remove a column from the Group By box by dragging it back into the column header row. Fields can also be dragged between the customization window and the ‘Group By’ box.

![Group By Box Example](image)

**Merged grouping**
If you press and hold CTRL while placing the second column (an onwards) in the Group By box, you can easily create merged grouping.

**Options**
We recommend everyone to look at the program options before starting to use it seriously. Why? Because there are several options that affect how the program act and how various functions work. You can alter the options to fit your needs better and to make your work easier.

To open the Options dialog, choose Options from the application menu. As you probably know by now you show the application menu by clicking the Application button.

![Options Dialog](image)
The Options dialog consists of six pages (Popular, Email/Web, Proxy/Backup, Sorting, Downloading and Advanced). The page named Popular contains the most commonly used options:

**Popular**

Language used in the program  
Set the language used throughout the program.

Movie Label Theme  
Choose the color theme to use in Movie Label.

Check for updates on startup  
We recommend you have this option checked. It checks for new versions of Movie Label when the program is started, and a small information bar will appear next to the status bar if an update is found.

Use AutoFormat  
If this option is checked, all input will be automatically formatted (auto-capitalized). For example, if you type ‘john smith’ the program will change it to ‘John Smith’ as you type.

Use AutoCounter  
The AutoCounter automatically assigns a new unique Sequence Number to each new entry. You can also set the minimum value of the Sequence Number.

Thumbnail Height  
This is where you adjust the height of the thumbnails in the thumbnail- and card views.

Font  
Choose the font name and size for all views throughout the product. The default font is Segoe UI 9pt (Windows Vista and later) and Tahoma 8pt (Windows XP/2000).
Email/Web

Reminder Texts
These are the texts that will appear in the email reminder that can be sent from the Loan Manager to people who got overdue loans.

RSS Feed
If you check this option an RSS feed (of your choice) will be shown in the Collection Info. This will keep you up-to-date with the latest movie news.

Proxy/Backup

Proxy
If you are behind a proxy server, you need to fill out the proxy details for the Movie Query (and all other Internet related functions) to work. If you are not behind a proxy, these fields must be empty, or the Movie Query will not work because of that.

Backup
If you enable AutoBackup, a backup will be performed each time you close Movie Label. The target directory can be set as well as the number of backup to keep in that directory before it starts overwriting old backup files.

Sorting

Sort Omit
By default, the program omits ‘the’ when sorting. This means that ‘The Departed’ will be sorted under ‘D’. You can add or remove items from the list of words to omit when sorting. Do this by using the Add and Remove button on the Sorting-page.

Downloading
On this page, you can decide what information you want to retrieve about your movies. The selections are also used for the Auto-Update Movie Info function.

Amazon Site to Use
This option sets the source Movie Label uses to download cover art and plot texts (when available) from.

Advanced
The Advanced page contains various options that will enable you to customize Movie Label to fit your needs as much as possible.
**Statistics Section**
Eventually you will want to check some statistics on your collection. To get to the Statistics section, click the Statistics shortcut in the main window.

You can choose from a variety of statistics and view them as charts or as raw data. To switch between them click the page tabs.

You can choose to sort the diagram by text or by count. Toggle the ‘Sort Chart by Count’ checkbox to switch between those to sort modes. Sorting the data is (as usually) done by clicking the column header.

**Database Operations**
Database Operations can be found by clicking the Application button. Among the available database operations, you find the possibility to create a new database, open an existing database and remove a database. If you have the Professional Edition you will also be able to connect to databases on your LAN or over the Internet. The dialog looks like this:

![Database Operations dialog](image)

**Create a New Database**
To create a new database, you click the ‘New’-button in the Database Operations dialog. You will then be prompted for a location where you want to place your new database. When the new database is created, you can select it from the database selector in the status bar.

**Open an Existing Database**
You can open/add an already existing database file to Movie Label by clicking the ‘Browse’-button in the Database Operations dialog. Now browse to the database file and open it to add it to the program. The added database can now be selected from the database selector in the status bar.
Remove a Database
Removing a database is also done from the Database Operations dialog. Simply select the database from the ‘remove a database’ dropdown list and click the Delete-button. You can choose whether to remove the database from your hard-drive by toggling the ‘Delete from disk’ checkbox.

Advanced
The advanced database operations are only recommended for experienced users. You should always perform a backup before attempting any of the advanced database operations (since they are irreversible). The items found here are:

Change File Path
This function is meant to be used when you move your movie files to a new folder or drive. You can replace a sub-string of all filename fields with the click of a button. You add a string to find (e.g. “c:\my movies\”) this string will be replaced with the string you type in the Replace With field (e.g. “d:\”). The example above is for movies moved from a folder on the c:\ drive to the root of the d:\ drive. Note that the sub-string needs to begin with the drive name and end with a back slash.

Person Clean up
When you delete movies from your database, the persons associated with the movie will not be deleted (for obvious reasons). The person clean up function gives you the option to delete all persons not associated with a movie, though. Note that this is a time-consuming operation that may take a while to complete.

Note
If you know that a lot of persons will be deleted, you can perform a backup and restore after the person clean-up (to decrease the size of the database file).

File Data Completion
If you added movie files in an old version of Movie Label, you can use this function to complete those database entries with technical file details (codec name, video size, etc.).
Backup and Restore
Performing regular backups of your database is important. This keeps your data safe in case of a hard-drive failure, virus, data corruption etc.

Performing a Backup
To perform a backup, you need to choose Backup/Restore from the application menu. Click the Application button to show the application menu. The backup option will be selected by default when you open Backup/Restore. All you need to do is to click the Backup-button and a backup will be created in the specified target directory.

Note
You should always backup to the local hard-drive to ensure data consistency. When the backup is created, you can copy the backup file to a removable media for safe keeping.

Automatic Backup
You can enable automatic backups in Options which will perform a backup (to a specified directory) each time the program is closed.

Restoring a Backup
To restore a backup, choose Backup/Restore from the application menu. Since the backup option is selected by default you need to choose Restore (by clicking ‘Restore’ in the left bar). Then click the Restore-button and choose the backup file you want to restore.

Note that the current database will be overwritten with the data of the backup file. If you want to restore the data to a new database; you need to create a new database first.
Reports and Printing

Print Preview
If you want to print the current view; click the Print-button in the ribbon. This will bring up a preview window that shows how the printout will look:

The layout will be the same as the view, so if you customize the view, it will be reflected in the print preview.

The Print Preview window contains a lot of customization options for the printout such as font, header, footer, page numbering, etc.

You can even export to PDF by clicking the ‘Export to PDF’ button in the ribbon.

Note that if you want to print more advanced reports; you need to go to the Report section by clicking the Reports shortcut in the Movie Label main window.
Reports
Read more about the reports section in the chapter named the same way.

Report Editor
The Report Editor is only included in the Professional Edition of Movie Label. It enables you to create your own reports and edit the existing reports that come with the program.

Create a New Report
To create a new report, you need to click the ‘Create a new Report’ link in the Reports section. The Report Editor window will then appear:

When you create a new report, the first thing you need to do is to decide what data source to base the report on (Media, Movies, or Wanted Items). Start by choosing data source by choosing Data from the Report-menu. Then you need to select the same data source in the Data Tree and all the fields of that data source will be listed below:

Add fields to the report by dragging fields from the field list into the Detail area of the report. Note that two fields will be added, a header and the actual field. You can drag the header text into the Header area of the report if you wish or delete it if you don’t want headers.
The Detail area will be duplicated once for each entry in the report. The Header and Footer will only show once / page.

All objects you add to the report areas have their own properties. Click to select an object and note that you can change the properties for that object to fit your needs:

![Diagram of object properties](image)

Note that you can switch between the Design and Preview page to see the report as it will look on paper.

**Add an image to a report**

When adding an image to a report (such as cover art) you need to change the GraphicType property of the image to JPEG:

![Image properties](image)

**Add a sub-report to a report**

If you want to add cast to a movie report or movies to media report, you need to add a sub-report. Click the SubReport button in the toolbar and then click the desired location of the sub-report. By default, the sub-report will have the size of the main report. If you want the sub-report to take up less space; right-click it and de-select the Parent Width option. You can then re-size and move the sub-report.

To add fields to the sub-report; choose the sub-report in the Report Tree:

![Report Tree diagram](image)

You can then add fields from the MoviesSub data source (if your main data source is Movies) or the MoviesSub data source (if your main data source is Media).
Adding Page Count and Date
To add variables such as page count and date; click the System Variable in the toolbar and then click the desired location in the Header or Footer area of the report. By default, this field shows today’s date but by changing the VarType property; you can show page count, etc.

Saving Reports
For your reports to show up in the Movie Label you need to save it to:
My Documents\Movie Label Reports