

Code:Aero Technologies

# Music Label 2012 User's Guide

Music Label 2012

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V18.0

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## Welcome to Music Label 2012

### *Rediscover your music collection*

Music Label has been around since 1994 and this 18<sup>th</sup> installment takes the franchise to a whole new level. It has matured and evolved significantly since its introduction.

This new update focuses on performance and usability. We have rewritten a lot of core functionality to enhance performance and enable us to take the product where we want it in the future.

We have also worked a lot to make various parts of the product more accessible and easier to use.

But don't take our word for it. Install Music Label 2012 today and experience a product where almost every aspect has been improved.

### *Who benefits from Music Label?*

Our product is mainly geared towards CD and vinyl collectors around the world. Support for digital music files (such as MP3 is also included though). The fast international adoption is not only due to the product being available in several different languages, but also because it is extremely easy to use.

Music Label, however, is also used by professionals such as radio stations, 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.



## Installing Music Label

Music Label 2012 is officially supported on Microsoft Windows 7, Vista, XP and 2000. The program will work on older versions of Windows too but we do not officially support it.

We recommend that you download the latest version of Music Label from our website [www.codeaero.com](http://www.codeaero.com) which will ensure that you get a stable product.

To install the product, double-click ml2012\_setup.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 Music 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 to keep the default here too.

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

## Running Music Label for the first time

Start Music Label by choosing the Music Label 2012 shortcut from the Windows Start Menu.

If you are running a trial version; you need to start by clicking *Continue* in the evaluation information dialog that appears upon starting the program. If you purchased Music 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”. This will open a new dialog where you can choose the Music 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 Music Label database will be stored.

### Note

Windows 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 in order 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 albums will be added to the new database so you can check the functionality of Music Label without any additional work.

## Additional Databases

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

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

## Adding your first CD to the database

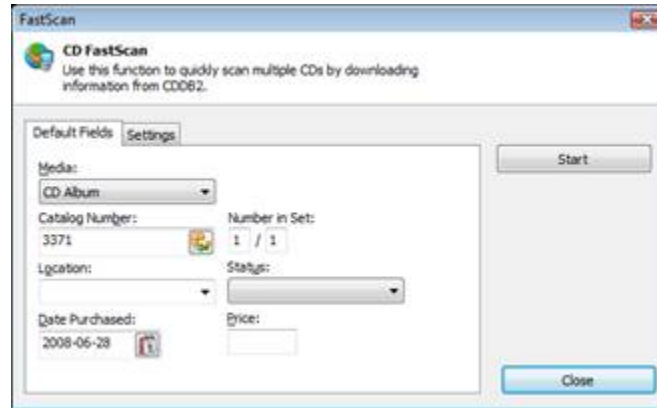
After creating your database the main Music Label window will be shown. This is where your list of items is shown and can be sorted, searched and grouped. The main window looks like this:



Adding items to the Music Label database is very straight forward. Simply click the 'Add Music'-button in the main window toolbar and a sub menu will appear with a number of choices.

We will start by adding a CD, so choose 'by inserting CD'. Adding digital files will be covered later in this guide. The CD FastScan dialog will appear as soon as you choose 'by inserting CD'.

CD FastScan enables you to download data about the CDs in your collection without manually typing all the information yourself. Simply start the process by clicking the Start-button and then input the first CD into your CD-drive.

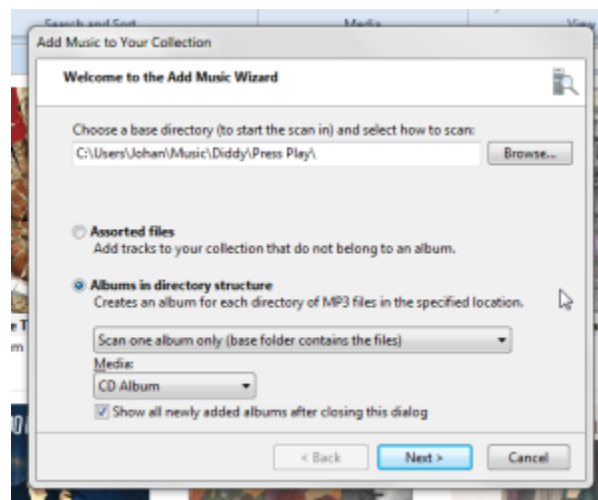


After scanning a few CDs, click the Close-button to return to the main view. The CDs you just scanned will now appear in the view.

*Music recognition technology and related data are provided by Gracenote®. Gracenote is the industry standard in music recognition technology and related content delivery. For more information, please visit [www.gracenote.com](http://www.gracenote.com).*

## Adding Digital Files (such as MP3 and WMA)

To add digital files to your database; click the 'Add Music'-button and choose 'by scanning hard drive'. This will launch the Add Music Wizard:



After that you need to set how the files you want to add are structured on your harddrive. You also need to click the Browse-button and select the Base folder where the scan will begin. After making your choices, click the Next-button to start the scan and add all found files to your database.

### *Assorted Files*

This option adds files that do not belong to an album. These tracks will only appear in the Tracks-view since they do not belong to any album.

### *Albums in directory structure*

This option adds files that are organized in a directory structure / album. Upon selecting this option you will be given a few more choices as to how your albums are structured (more in detail).

## **Manually Adding Music**

To manually add an album to your collection, click the 'Add Music'-button and choose 'by entering manually'. You can also click the New-button to accomplish the same thing.

## **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 is the big round button in the top-left corner of the program. Clicking this button gives you access to the core functions of the program such as Database Operations, Backup and Options.



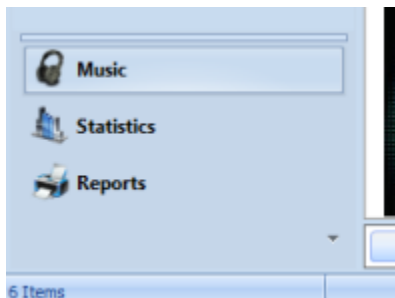
## Toolbar

The toolbar consists of two pages (Home and Data) and contains all the functions of the program. Music Label 2012 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 toolbar:



## Shortcuts

It is from the shortcuts you reach the three areas of the program (Music, Reports and Statistics). Simply click one of the shortcut buttons to go to that area of the program. By dragging the splitter above the shortcuts up and down; you can choose the number of large shortcut buttons to show. The shortcuts are located in the bottom left corner of the Music 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):



## Selecting items in lists

In all lists and views throughout the program you click the item you wish to select. In order 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 got a right-click menu with actions for that specific list or view. You can also double-click an item to edit it (similar to choosing Edit in the toolbar).

## Music Section

The music 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 music added to your collection. When you

select an item/row in one of the views, the Tracks Bar (to the right on the screen) will be updated with details about the currently selected album.

## My Collection

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

## Views

You can view your collection in a variety of different views (Albums, Tracks, 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 four pre-defined views.

### Albums

This view lists all albums in your collection.

### Tracks

The Tracks view shows all tracks found in your collection in a basic table.

### On Loan

This view shows all items that are on loan.

### Wanted Items

This view lists all albums 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:

### List

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

### Thumbnails

The thumbnail view shows a thumbnails 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.

## Tracks Bar

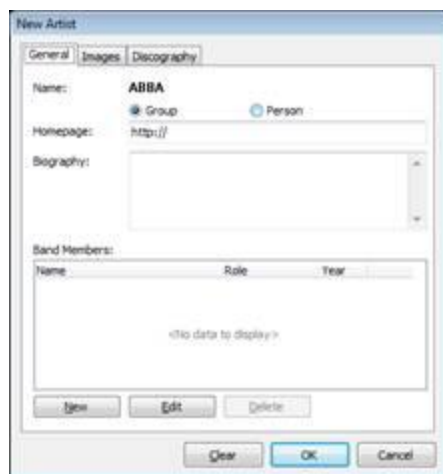
The Tracks Bar shows detailed information about the currently selected item. The Tracks Bar will be hidden when the Tracks-view is active.

To show a full-size version of the cover art; click the cover art thumbnail in the Tracks Bar.



By clicking the QuickTools button in the Tracks Bar, you get access to a number of actions that are associated with the current album. You can update your rating, download cover art and much more.

In the lower part of the Tracks Bar you can view/edit information about the currently selected artist. You can store information such as homepage, bio and band members for each artist in your database.



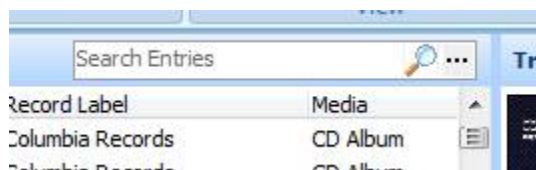
Also note the splitter between the view and the Tracks Bar that enables you to resize the Tracks Bar.

## Searching and Filtering

Music Label got a number of 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 Music 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:



## 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.

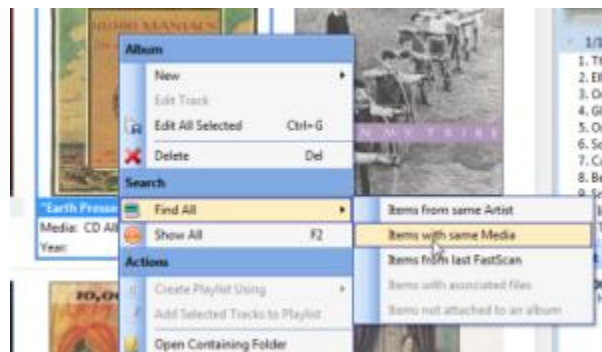
### Note

When querying text fields such as Title, you can type a !-mark first to find anything except the text you search for. This means if you search the Title field for 'inside' only music 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 music with a rating of 3.5 or higher will appear.

## Find All

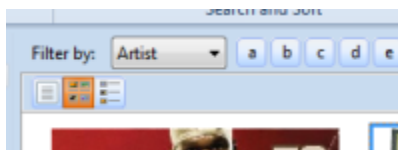
If you right-click on of the rows in the view, one of the options is 'Find All'. This menu item has got a number of different sub-items that enables you to quickly filter the view based on the currently selected item:



The Find All function can also be found in the toolbar. Note that the sub-menu changes depending on whether you are viewing albums or tracks.

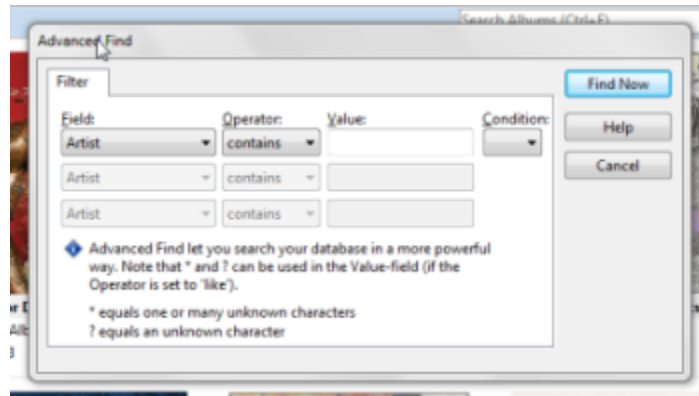
## QuickFilter

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. You can choose to filter by Artist or Title.



## Advanced Find

If you click the 'Advanced Find'-button in the toolbar, a new dialog will appear where you can perform a more detailed search. You can perform searches like: show all blues albums in my collection that were released in 2006 and got the highest rating. The dialog looks like this:



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.

## Sorting

Trough out 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

The Music section got the ability to sort 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 (in ascending or descending order):



## Random Selection

The Random Selection function selects an album or track(s) from the currently active view. If a search has been made prior to the random selection; only items 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 jazz music first, only jazz music 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.

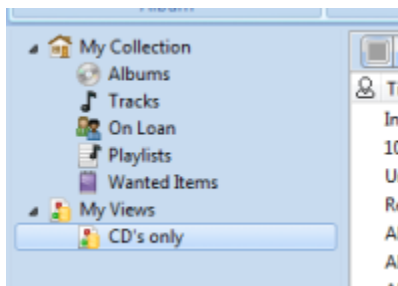
To create your own view start by selecting a view that you want to base the new view on. If you, for example select the Albums view shown as thumbnails; the new view will become a view with thumbnails. When you have selected the appropriate view; click the 'Create a View'-button in the toolbar.

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



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':



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.

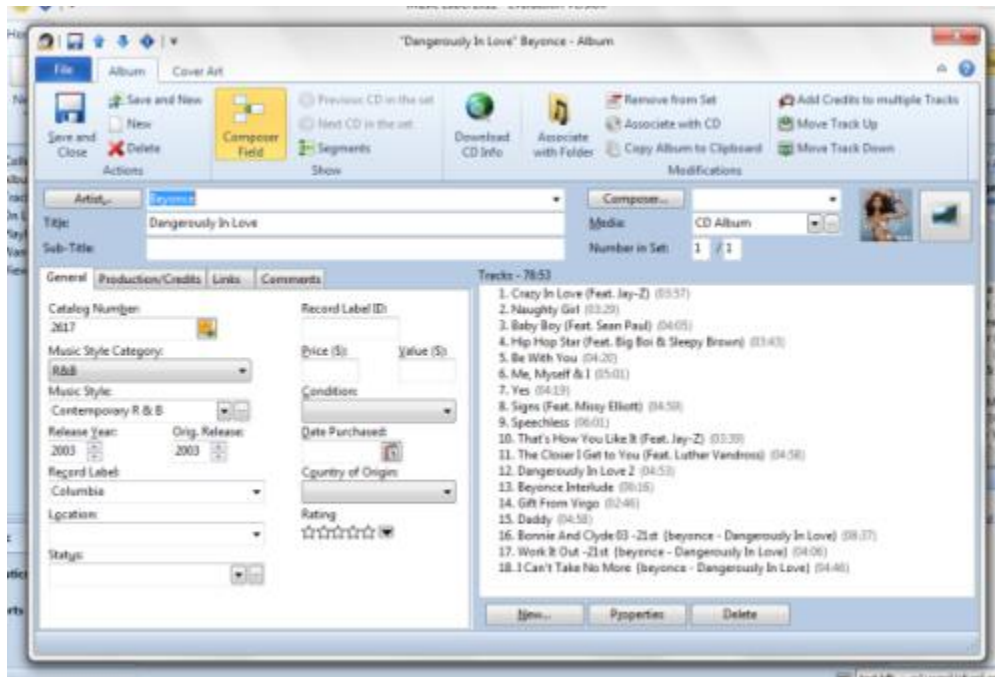
## Editing a View

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 toolbar.

Note that the Standard views cannot be edited.

## Album Properties

When you manually add a new item or edit an existing item, the album properties dialog will open:



Note that the album properties consist of several pages of information: General, Details, Production/Credits, Links and Comments. Each page got a set of fields that is stored with each album in the database.

## Field Descriptions

There are a number of 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 Status-field to add status texts (or remove if you need to).

## Album Fields

### Artist

The artist behind the album.

### Composer

The album composer. If multiple composers need to be added they can be added on the Production/Credits-page of the Album Editor.

### Title

The title of the album.

### Sub-Title

The album sub-title if it is part of a set.

### Media

Type of media (e.g. 'CD' or 'vinyl').

### Number in Set

If a single CD this value should be 1/1. If part of a multi-disc set, however, this value should show the number in the set. Example: 3/5 if the current CD is number 3 in a 5-disc box. Note that all albums of a set need to have the same Catalog Number (to be considered part of the set).

### Catalog Number

This can be an auto increment sequence number or the barcode of the media.

### Music Style Category

The Music Style Category contains a number of sub music styles.

### Music Style

Music Styles shown depend on the chosen category.

### Release Year

The year the album was released.

### Original Release Year

The album's original year of release.

### Record Label

The record label that released the album.

### Location

Where the media is located.

### Status

You can use this field for whatever you want.

### Tracks

All the tracks found on the album. All tracks have a field set of their own.

### Cover Art / Back Cover

JPEG pictures of the front (and back) side of the media cover.

### Record Label ID

The ID tag assigned to the album by the record label.

### Price

The purchase price of the album.

### Value

The real value of the album (depending on condition and exclusivity).

### Condition

The condition of the media.

### Date Purchased

The date the album was bought.

### Country of Origin

If the album was imported this field specifies from which country it was imported.

### Rating

Your personal rating. Also note that each track can be rated separately.

### Segments

Segments can span over several tracks or be small parts of a track. This can be used to specify tracks in a mega-mix that consist of many tracks but is only one big track on the album. It can also be used for movements in classical tracks that span over several tracks.

### Production/Credits

Production/Credits can be used to add studio of recording, musicians, and other information about albums and tracks. You can also define your own credits and add them to albums and tracks.

### Links

Links to websites related to the album.

### Comments

Any notes related to the album.

## ***Track Fields***

### Artist

The artist of the track.

### Composer

The track composer. If multiple composers need to be added they can be added on the Production/Credits-page of the Track Editor.

### Title

The title of the track.

### Mix/Version

The name of the remix (if any).

### Featuring

If any notable artist is featured on the track.

### Music Style Category

The music style category contains a number of sub music styles.

### Music Style

Music styles shown depend on the chosen category.

### Record Label

The record label that released the track.

### Production Year

The year the track was produced.

### ISRC

International Standard Recording Code (ISRC) of the track.

### Rating

Your personal rating of the track.

### Length

Track total length.

### Intro

Length of track intro (used when mixing).

### Outro

Length of track outro (used when mixing).

### BPM

Beats Per Minute (BPM) of the track.

### Mix Type

How the track should be mixed (for DJ use only).

### Popularity

How popular the track currently is.

### MP3 CD Location

If the track is located on a MP3 CD; this field is the ID tag of the CD that holds the track.

### Associated Media Files

One or more files associated with the track (digital audio files, documents, images, etc). Mainly used to associate a track in the database with one digital audio file (e.g. MP3 file).

## Production/Credits

Production/Credits can be used to add studio of recording, musicians, and other information about albums and tracks. You can also define your own credits and add them to albums and tracks.

## Lyrics

Track lyrics (or part of the lyrics for finding tracks with unknown title).

## Comments

Any notes related to the track.

## Editing Several Albums or Tracks at Once

Music Label contains a function called 'Edit All Selected' that enables you to update several albums or tracks (depending on which view you are in) at once. In order to achieve this you need to start by selecting more than one item 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 toolbar. A dialog will then appear where you can choose which field to alter and what the new value should be:



## Copy Items Between/Within Databases

There is also a possibility to copy albums between (or within) databases. Select the item(s) you wish to copy and then click the Copy button on the Data-page of the toolbar. 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.

## Exporting Data

Music Label let you export your data to a variety of formats. Click the 'Export Data' button on the Data-page of the toolbar 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.

## Netwalk Music Export (for iOS)

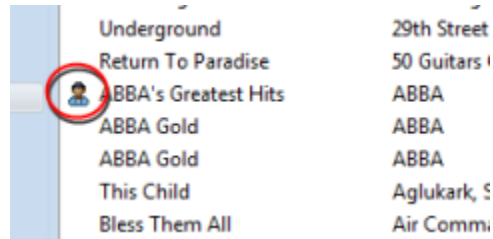
You can export your music collection to your iOS device (iPhone/iPod/iPad) if you have the application Netwalk Music HD installed on your iOS device. Learn more about Netwalk Music HD at [www.netwalkapps.com](http://www.netwalkapps.com)

## Exporting Cover Art

All cover art is stored in the Music 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 toolbar. If you want to limit the cover art exported, perform a search first because only the albums shown in the view will get their cover art exported.

## Loans

The On Loan view contains information about all albums in your collection currently on loan. You can also click the New-button in order to add a person that you can loan albums to in the future. An album on loan will have a loan banner in the Tracks bar. It will also have an icon in the Album view:



### Loan an Album to Someone

When someone wants to loan an album from your collection, you do not perform the loan in the On Loan view. You perform a loan by selecting the album(s) to loan out in the Album view. Note that you can CTRL-click to select multiple albums. Finally click the 'New Loan' button. A dialog will appear where you can choose the person to loan the album(s) to. Simply choose the person 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 an album in the Music section, right-click it and select Return Loan (or click the 'Return Loan'-button in the toolbar). The same procedure is also available in the Loan Manager.

### Send an E-mail Reminder

If a loan is overdue, you can automatically create an email and send it to the person who borrowed the album(s). To send a reminder; select a person and click the 'Send an Email Reminder'-link below the list of persons. 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 an album 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).

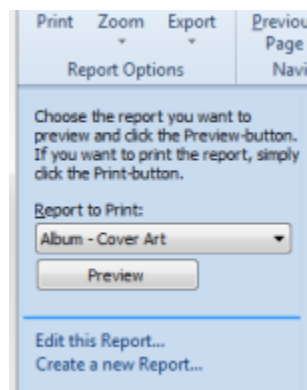
## Reports Section

The Reports section let you print a number of pre-defined reports. If you don't want to print the reports, you can also export them to several different formats (such as PDF, DOC and text file). Note that when you are in the Reports section; the toolbar 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 albums in 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 toolbar.

## Wanted Items Section

The Wanted Items section let you keep track of music that you intend to buy in the future. You add items by clicking the New-button.

## Lookup Data

Music Label contains a lot of basic lookup data such as media types, music styles, credits, etc. New lookup data is also added if a downloaded album 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 toolbar:



You can also click the '...'-button next to fields in the various data input dialogs of the program:



## Media

This option let you add and remove media types such as CD, vinyl and MP3 album.

## Music Style

This option let you add and remove music styles (such as blues, pop, country, etc). The pre-defined music styles (from CDDB2) cannot be removed to keep consistency with the CDDB2.

## Credits

This option let you add and remove credits that can later be added to both albums and tracks. A credit can be virtually anything you want to be able to associate with your albums and tracks.

## Status

This option let you add and remove Status texts. The Status field can be used for anything you want.

## Languages

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

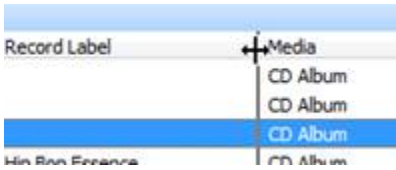
## Customization

Music Label features a number of 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 toolbar. 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.



### Customizing the thumbnail and card views

You can add/remove fields to your 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 chapter above.

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



## Grouping the Views

To quickly group a view by a field; click the 'Group By'-button in the toolbar 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

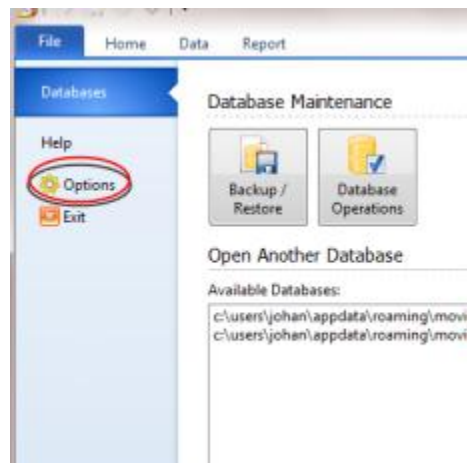
To group the view in more than one level you need to show the Group By box. To show/hide the Group By box, click the 'Group By'-button in the toolbar and choose 'Group By box'. You can now drag the column header(s) you wish to group by into the Group By box. You can remove a column from the Group By box by dragging it back into the column header row. Fields can also be dragged between the customization window and the Group By box.



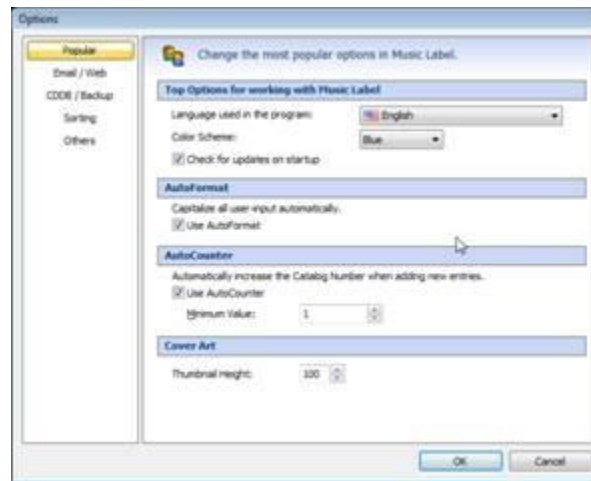
## Options

We recommend everyone to take a 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.



The Options dialog consist of five pages (Popular, Email/Web, CDD/Backup, Sorting, Others). The page named Popular contains the most commonly used options:



## Popular

### Language used in the program

Set the language used throughout the program.

### Color Scheme

Choose which color scheme to use in Music Label. There are three themes: blue, silver and black.

### Check for updates on startup

We recommend you to have this option checked. It checks for new versions of Music 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 Catalog Number to each new album. You can also set the minimum value of the Catalog Number.

### Thumbnail Height

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

### Font Size

Choose the font size for all views throughout the product. The default value is 9 (Windows 7/Vista) and 8 (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 music news.

## CDDB/Backup

### CDDB Proxy Setup

If you are behind a proxy server you need to fill out the proxy details in order for the download functions to work. To fill out the Proxy functions click the Settings-button. To clear any Proxy data; click the Settings-button and choose 'No' in the dialog that appears.

### Backup

If you enable AutoBackup, a backup will be performed each time you close Music 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.

### CD/DVD Drive

If you have multiple CD/DVD drives, you can set the default drive to use in Music Label.

## Sorting

### Sort Omit

By default the program omits 'the' when sorting. This means that 'The Beatles' will be sorted under 'B'. 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.

## Advanced

The Advanced page contains various options that will enable you to customize Music Label to fit your needs as much as possible.

## Statistics Section

Sooner or later 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 are able to 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:



### Create a New Database

In order 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 Music 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 or not 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 music 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 music\") this string will be replaced with the string you type in the Replace With field (e.g. "d:\"). The example above is for music 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.

## 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 harddrive 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 Preview-button in the toolbar. This will bring up a preview window that shows how the printout will look.

The layout will be exactly the same as the view, so if you customize the view, the print preview will reflect the changes.

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

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 Music Label main window.

## Reports

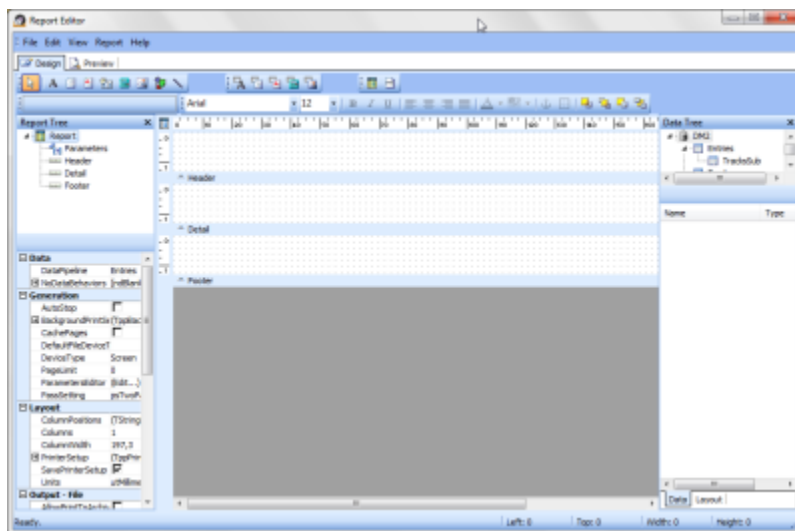
Read more about the Reports section in the chapter titled Reports Section.

## Report Editor

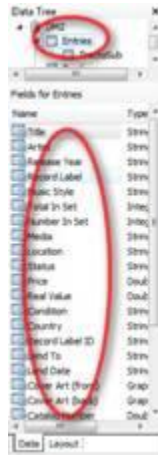
The Report Editor is only included in the Professional Edition of Music Label. It enables you to create your own reports and edit the existing reports that come with the program.

### 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:



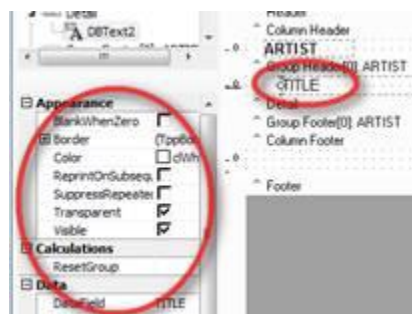
When you create a new report, the first thing you need to do is to decide what data source to base the report on (Albums, Tracks, Wanted Items or Playlists). Start by choosing data source by choosing Data from the Report-menu. Then you need to select the same data source in the Data Tree and all the 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 album 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:



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:



### Add a sub-report to a report

If you want to add tracks to an album 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:



You can then add fields from the TracksSub data source (if your main data source is Albums). Same procedure is used to add playlist tracks to a playlist report.

### 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

In order for your reports to show up in the Music Label you need to save it to:

**My Documents\Music Label Reports**