

Librarian

Librarian is a drag and drop-compatible application for storing and retrieving any type of data. It can be used with any application that supports drag and drop (or copy and paste). You can create an unlimited number of libraries, each of which can hold hundreds of items.

In particular, Librarian can be used with the following Microspot products:

- PhotoFix - to hold images, quickly and easily catalog photo CDs etc.
- 3D World - to hold clip art, textures, colors, 3DMFs and sounds etc.
- MacDraft - to hold PICT images of furniture, architectural and electrical components etc.

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GETTING STARTED

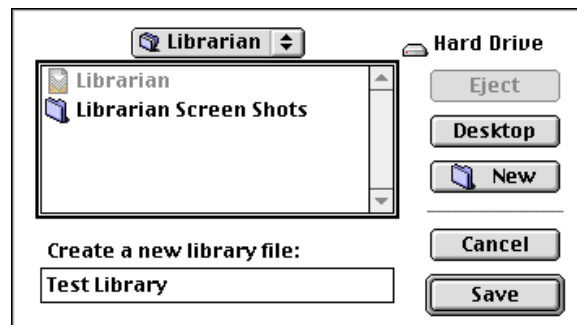
The Librarian application will have been installed on your Macintosh during the installation process. Double-click on its icon to launch it:



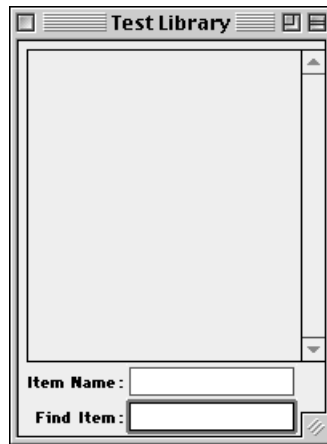
If there is a file named Default Library in the same folder as the Librarian application, the Default Library will be opened. Otherwise, the following dialog will display:



- **New Catalog:** Choose to create a new Librarian catalog. A standard dialog will display.



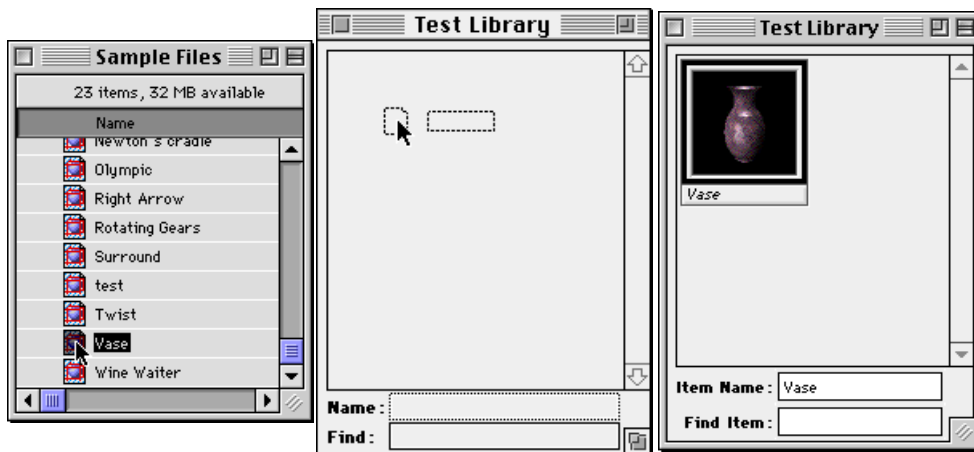
Specify a name for, and location to save, the new catalog and click Save. A new, empty library will then display to the left of your screen:



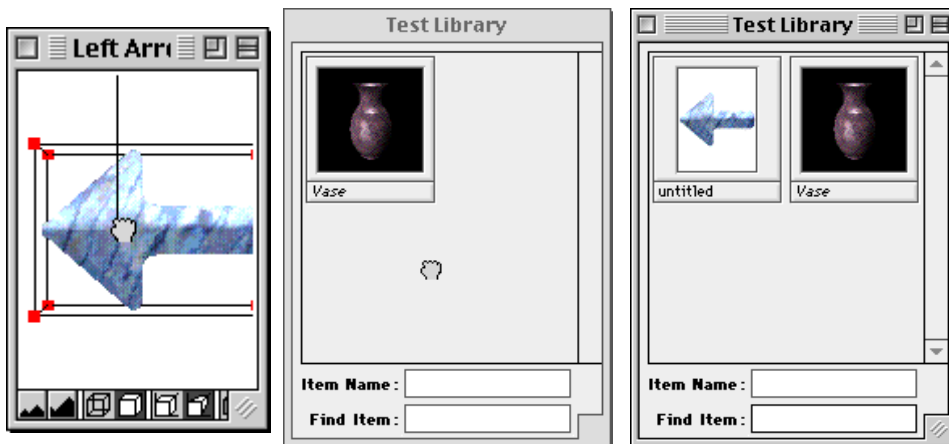
- **Open Catalog:** Choose to open an existing catalog. A standard Open dialog will display for you to select the catalog to open.
- **Quit Librarian:** Choose to quit the Librarian application without opening a catalog or creating a new catalog.
- **Cancel:** Choose to cancel the dialog and remain in the Librarian application without opening a catalog or creating a new catalog.

◆ Storing Data

You can drag and drop MacDraft, PhotoFix, 3DMF, PICT, QuickTime movie and sound files, and various other image format files into a library. An alias of the selected file will be stored.



You can also drag objects/groups of objects from MacDraft, PhotoFix, 3D World and any other drag and drop-compatible applications, and drop them into library files:



Data can also be cut or copied from an application and then pasted into the library.

Librarian will display a preview of each item unless there is insufficient memory to create one. If Librarian recognizes the data type, a standard data type icon will display. If Librarian does not recognize the data type, an unknown data type icon will display.

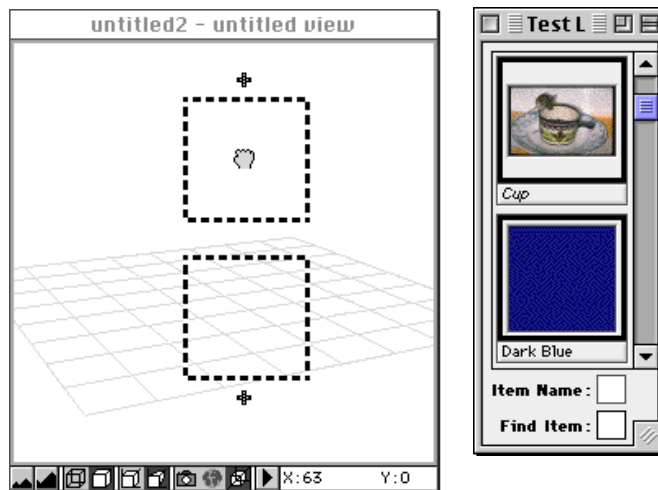
Important: If you drop a file into a library or use the Add File or Add Folder options, Librarian will not import the data, but rather keeps an alias of the file. Do not delete the original file as the data will be lost. When dragging a real object, like a PICT from the Scrapbook, TEXT from

SimpleText or a 3DMF object from 3D World, Librarian saves a copy of the actual data in the library file.

◆ Retrieving Data

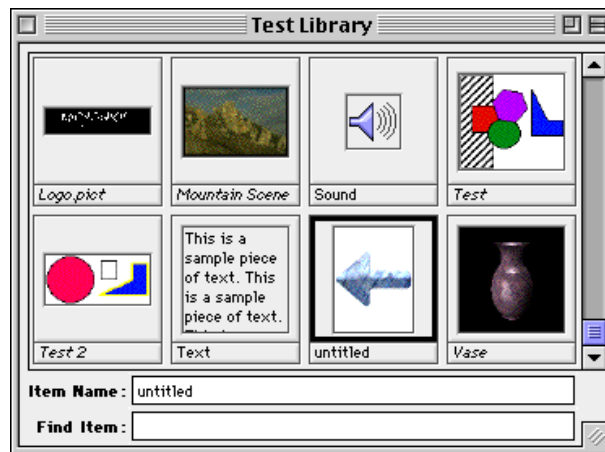
There are two ways to retrieve data from a library. You can either drag and drop an item directly into an application that supports drag and drop, or select an item, cut or copy it, then paste it into your document file. Multiple items can be dragged out of a library file at the same time. Single items can be cut or copied.

When dragging multiple items out of a library file, you may not be able to see all of the selected items. In this case, the outline that is dragged over your application window will have plus (+) signs above and below it to show that additional items are being dragged:

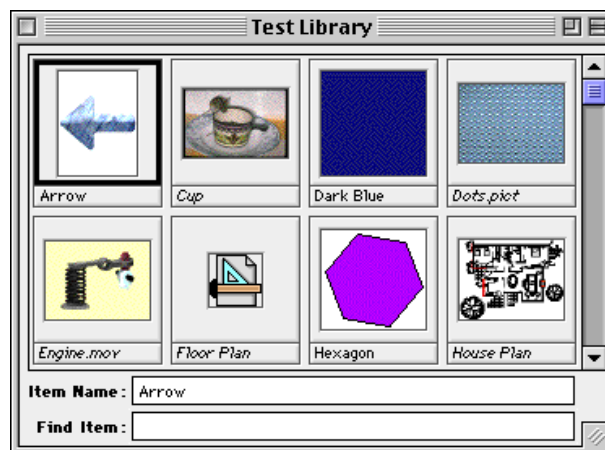


◆ Naming Items

By default, items are displayed in alphabetical order. Unnamed items will display as untitled when placed in a library. To name or rename an item, select its icon and enter a name in the Item Name field at the bottom of the library window:



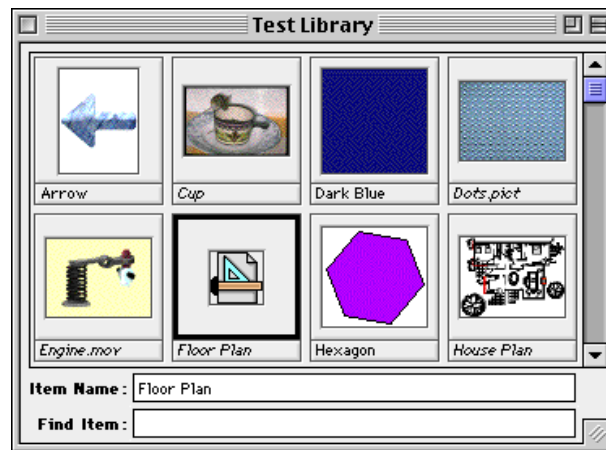
When you enter a name and press the Enter or Return key, the item will be updated to reflect its new name, and will remain selected.



You may also update an item by entering a name then selecting another object, or clicking on an empty space in the library.

◆ Selecting Library Items

When you click on an item that is stored in a library, it will be outlined with a black rectangle to show it is selected:



To individually select additional items, hold down the Command key and click on the desired items.

To select several consecutive items, click on the first item, hold down the Shift key and click on the last item you want to select. Both items and all items between them will be selected.

To select every item in a library file, choose Select All from the Edit Menu.

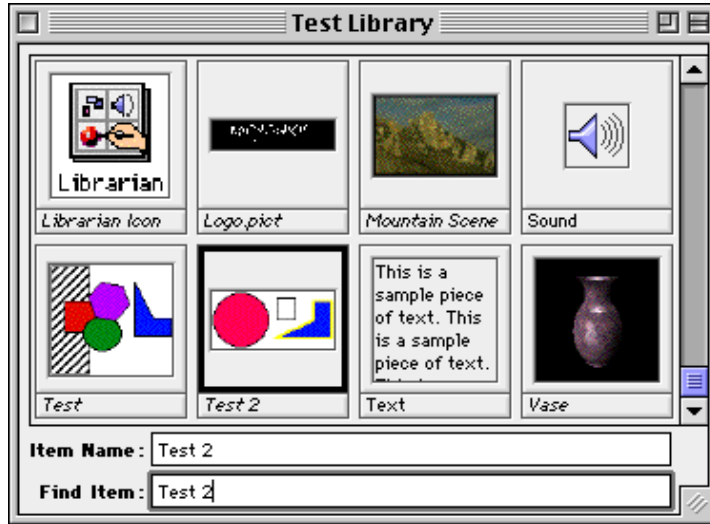
To deselect individual items, hold down the Command or Shift key and click on selected items.

To select none, hold down the Shift key and the Select All menu item changes to Select None. Choose Select None, or click on an empty area of the library or the space between library items, to deselect all the items in the library.

Use the arrow keys to move quickly and easily through the library in any direction.

◆ Searching For Items

To search for a library item, enter its name in the Find Item field at the bottom of the library document window:



The first item that matches the name will be selected. Note that Librarian searches for names that match or start with the name you enter.

The Find command in the File menu can also be used to search for library items.

◆ Sounds

To listen to a sound stored in a library, double-click on the sound's icon. If a sound has been attached to a 3DMF, double-click on the 3DMF icon to play the sound. Multiple sounds can be played at the same time. To stop a sound from playing, press Command - period.

MENUS

◆ File Menu



New (Command-N)

Select New to open a new library. The standard dialog will display, allowing you to enter a name for the new library and specify a location to save it.

Open (Command-O)

Select Open to open an existing library. A standard dialog will display for you to select the file to open. The position and size of the library and the view it displays will be the same as the last time the library file was open.

Close (Command-W) / Close All (Command-Option-W)

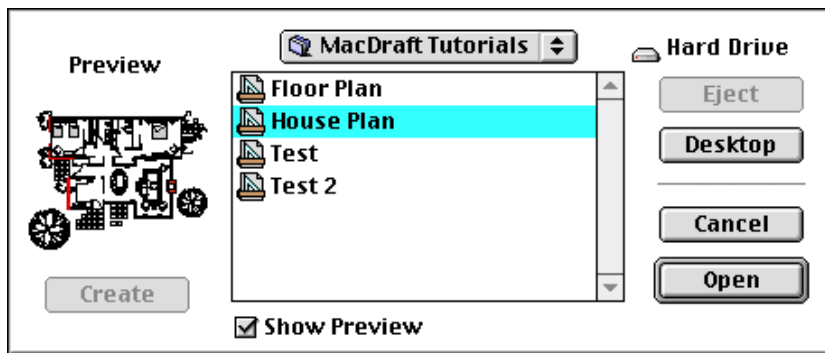
Select Close to close the current library. The Librarian Auto Save feature saves the library file whenever you add data, so you do not need to save any changes.

Hold down the Option key and this menu item changes to Close All. Select this to close all open libraries.

Add File

Use the Add File menu item to add an alias of a selected file, rather than the actual file data, to the library.

When you choose Add File, a standard dialog will display so that you can select a file:



Click Open after you have made a selection to place the file alias in the library:

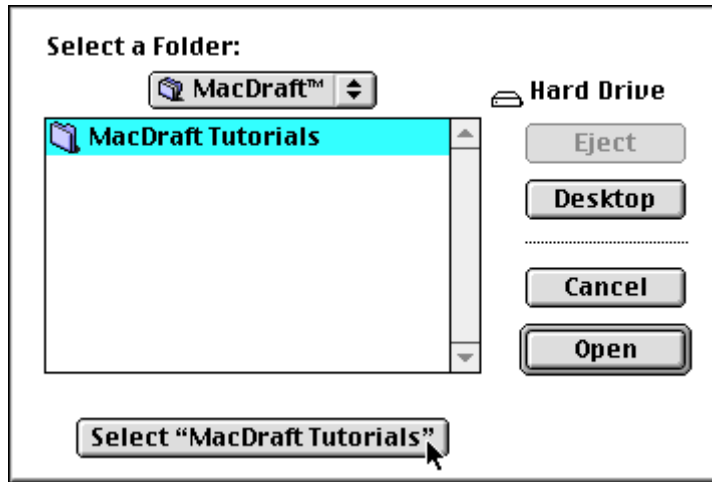


Important: As library files do not store the actual file data, do not delete the original file or the data will be lost.

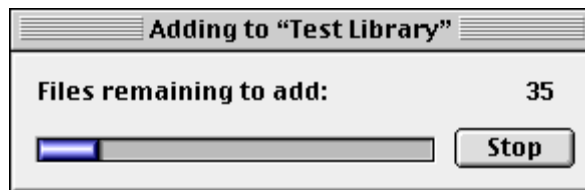
Add Folder

Use the Add Folder option to add aliases of all files within a folder, and its sub-folders, to a library. (This feature can be used to quickly and easily catalog images on Photo CDs.)

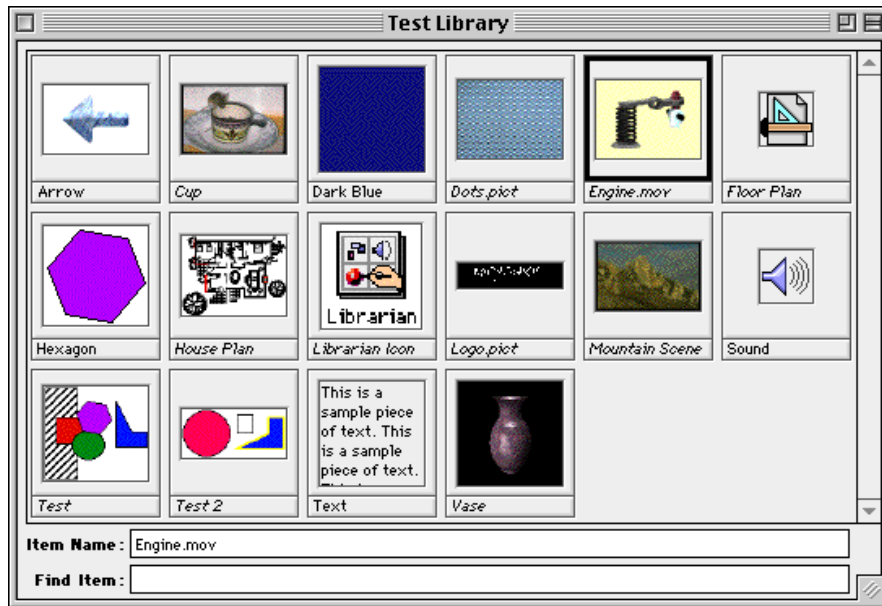
When you choose Add Folder, a standard dialog will display so that you can select a folder:



Click the ‘Select *folder name*’ button once you have made a selection. If there are several files in the folder, a dialog will display progress information as the contents of the folder are processed. Click Stop at any time to stop the processing of the folder contents.



The files in the folder will have their aliases added to the library:



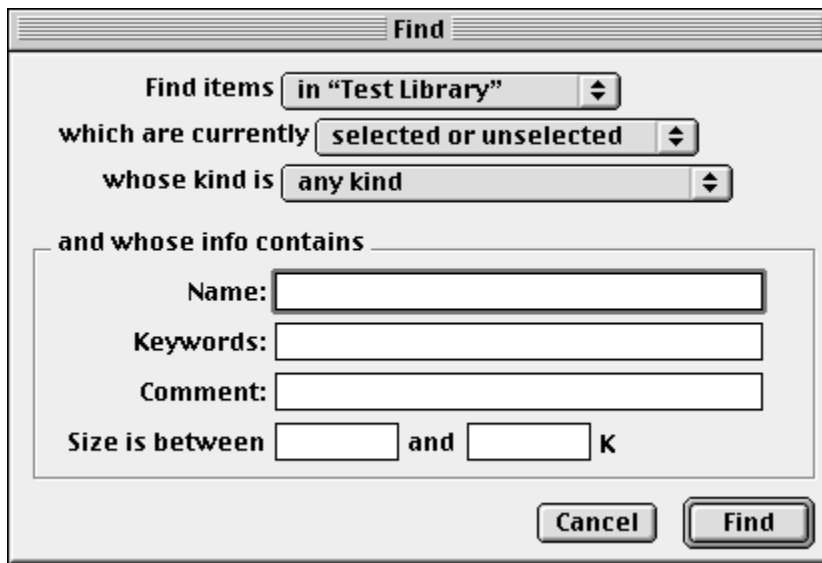
The contents of folders can also be added to a library by dragging the folder into the library. The contents will be processed, and aliases to the files in the folder added to the library, as above.

If the contents of a folder are added to a library using the Add Folder command, but the process is stopped part way through, only some of the items will have been added to the library. If the same folder is then added again, items will not be duplicated in the library, but the remaining items, not added to the library previously, will now be added.

Find (Command-F)

Use the Find command to search for library items.

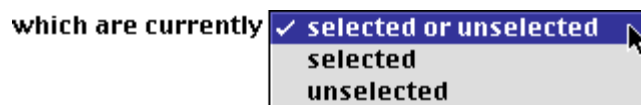
Choose Find. The Find dialog displays:



In the first popup menu, select the name of the current library, or choose to search all open libraries:



In the second popup menu, choose one of the following:



- **selected or unselected:** to search all library items
- **selected:** to search only those items that are currently selected (to reduce the current selection)
- **unselected:** to search only those items that are currently not selected (to add to the current selection)

In the third popup menu, choose the type of file to search for:



Enter data in the Name, Key Words, Comments and Size fields to further qualify your search, if required.

Click Find. The specified libraries will be searched for files matching your search criteria. Any files found will be selected.

Open Selected Items

Select an item or items in the library and choose Open Selected Items. The item(s) will be opened in the appropriate application(s).

Library items can also be opened by double-clicking on the item in the library, or by dragging the library item onto a suitable application.

Show Original File (Command-R)

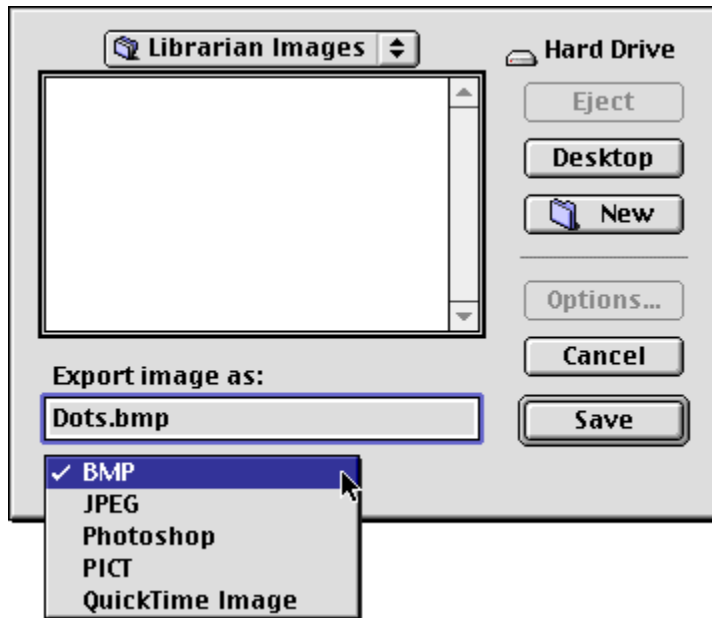
Use the Show Original File option to locate the original file relating to an alias in a library.

Select a library item and choose Show Original File. The Finder window containing the original file will open, with the original file selected within it.

Export File

The Export File option is used to export any file in a graphic format as another file type. Export File will only be available if you have QuickTime 3.0 running.

Select a library item that is in graphic file format and choose Export File from the File menu. The Export File dialog displays:



Choose a location to save the file and select the file format for the exported file from the Export image as popup menu. The options available in this menu will be determined by the translation options available to QuickTime 3.0. By default the file will be given the same name as the original file, with an extension relating to the file type chosen.

Update Library

Use the Update Library option to update any library items that have been revised.

Select the option from the menu. The library contents will be reviewed and any changes, such as the preview icon for a file alias, will be updated.

Select Missing Files

Use the Select Missing Files option to determine if any original files are missing.

Select the option from the menu. The library contents will be reviewed to check that original files can be found for each file alias in the library. If any original files cannot be found, the aliases in the library will be highlighted.

Page Setup

Select Page Setup to access the Page Setup dialog.

Print (Command-P)

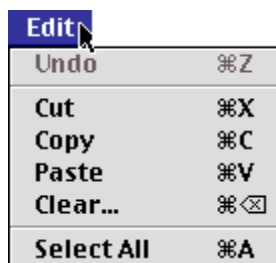
Select Print to print the library contents.

The print produced will be of the entire library contents, fitted as best as possible to the page size, regardless of the current view of the library.

Quit (Command-Q)

Choose Quit to exit the Librarian application. All open library files will be closed.

◆ Edit Menu



Undo (Command-Z)

Actions performed within the Librarian application cannot be undone, so the Undo option will be grayed out.

Cut (Command-X)

The Cut option removes a selected item from a library file and places it on the Clipboard until it is replaced by using the Cut or Copy option again.

Copy (Command-C)

The Copy option places a copy of a selected item on the Clipboard until it is replaced by using the Cut or Copy option again.

Paste (Command-V)

Select Paste to place an item from the Clipboard into the current library.

Clear (Command-Delete)

Select Clear to remove an item from a library without placing it on the Clipboard. Note that an alert will display when you select this option:



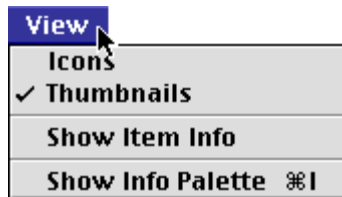
To bypass the alert, hold down the Option key when you select the Clear option.

Select All (Command-A)/Select None (Command-Shift-A)

Use the Select All command to select all of the items in the current library.

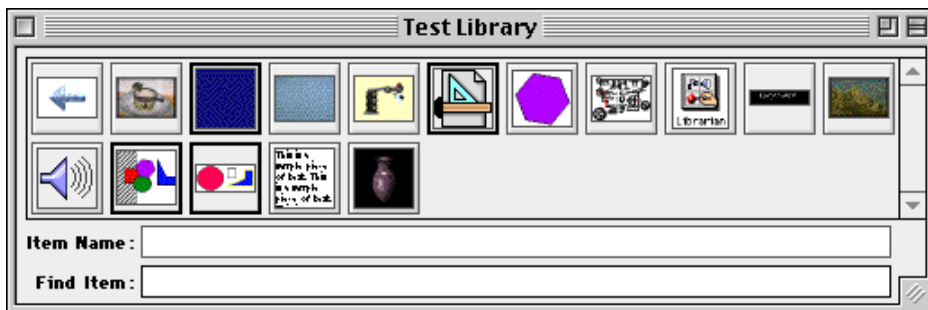
Hold down the Shift key and this menu item changes to Select None. Use this menu item to deselect all the items in the library.

◆ View Menu



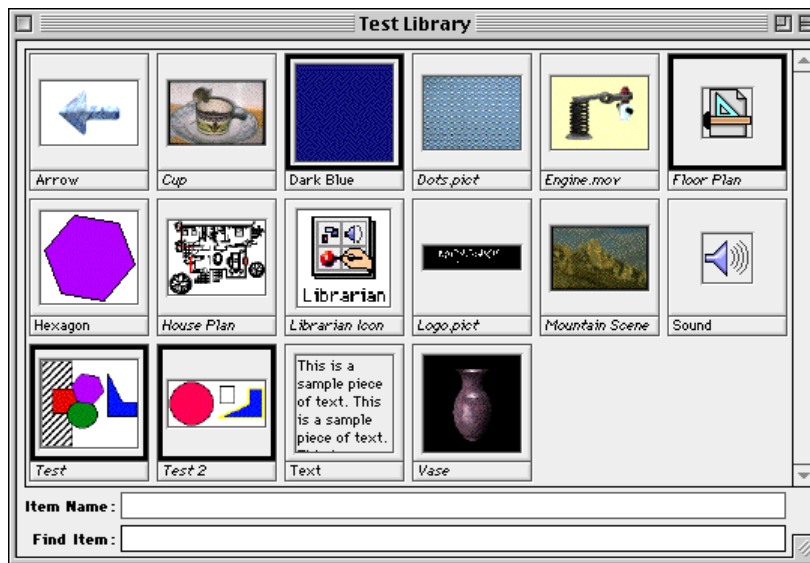
Icons

Select Icons from the View menu to display icon size previews (32 x 32 pixels) of a library's contents. Although the items' names will not be displayed, you may still search for items by name using the Find Item field at the bottom of the library window.



Thumbnails

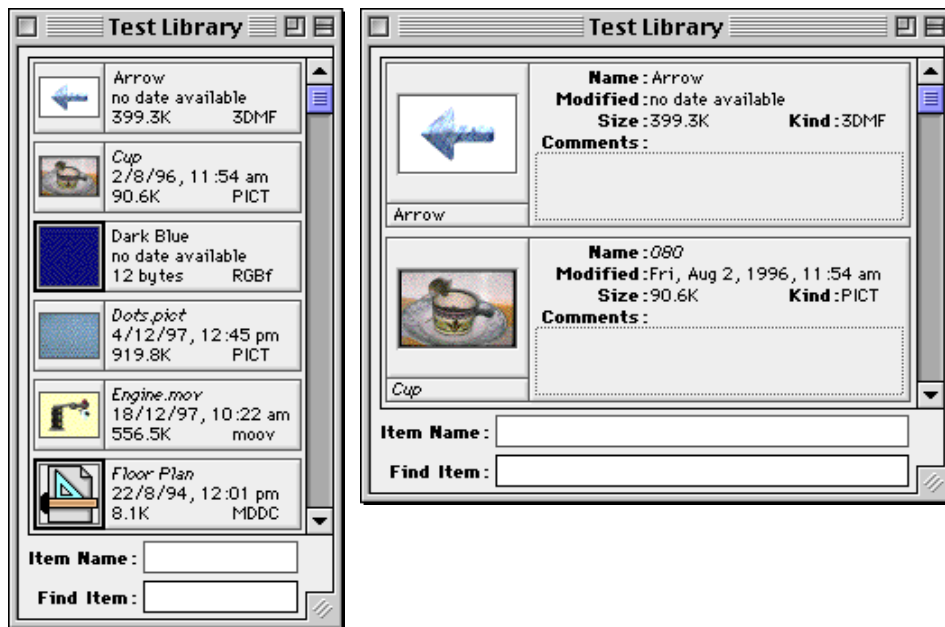
Choose Thumbnails from the View menu to display thumbnail previews (64 x 64 pixels) of a library's contents. The library items' names will also be displayed:



The Library document window may be slightly resized to display an exact number of thumbnails.

Show Item Info/Hide Item Info

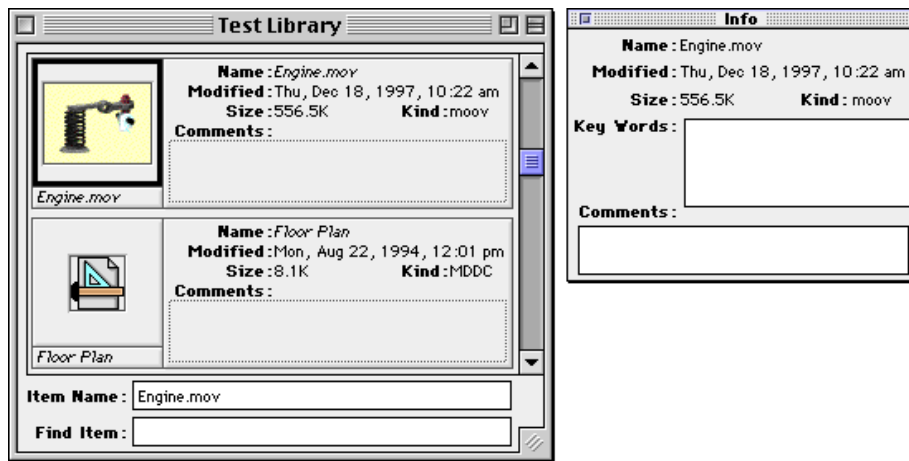
Select Show Item Info to display information about the library items next to the icon or thumbnail preview. In the Thumbnails view, an additional comments field can also be seen.



When the item information is displayed, the menu item changes to Hide Item Info. Select this option if you do not wish to display the item information in the library window.

Show Info Palette (Command-I)/Hide Info Palette (Command-I)

Choose Show Info Palette to display a palette containing information about the currently selected library item. In addition to the standard item information, the Info Palette also has a Key Words field. Use this to enter key words about an item, these can then be used in searches.



When the Info Palette is displayed, the menu item changes to Hide Info Palette. Choose this option to close the Info Palette.

◆ Sort Menu



Use the first five options in the Sort menu to sort the items in the current library.

By Item Name

Items are displayed in alphabetical order according to the item name.

Note: Item Name and File Name will not necessarily be the same. Item Name refers to the name of the item in the library, and this can be changed in the library. File Name relates to the name of the original file, if the library item is an alias. In this case the File Name cannot be changed in the library.

By File Name

Items are displayed in alphabetical order according to the file name. (See note above.)

By Size

Items are displayed according to the file size, with the largest file first.

By Kind

Items are sorted according to the file type.

By Date

Items are displayed according to the date the file was last modified, with the most recent modification date first.

◆ Help Menu

Librarian includes Balloon Help, accessed via the Help menu:



To use Balloon Help, select Show Balloons from the Help menu. As you move the cursor over the document or menu items, help messages will display about those items.

When Balloon Help is turned on, the menu item changes to Hide Balloons. Select this option to turn Balloon Help off.