

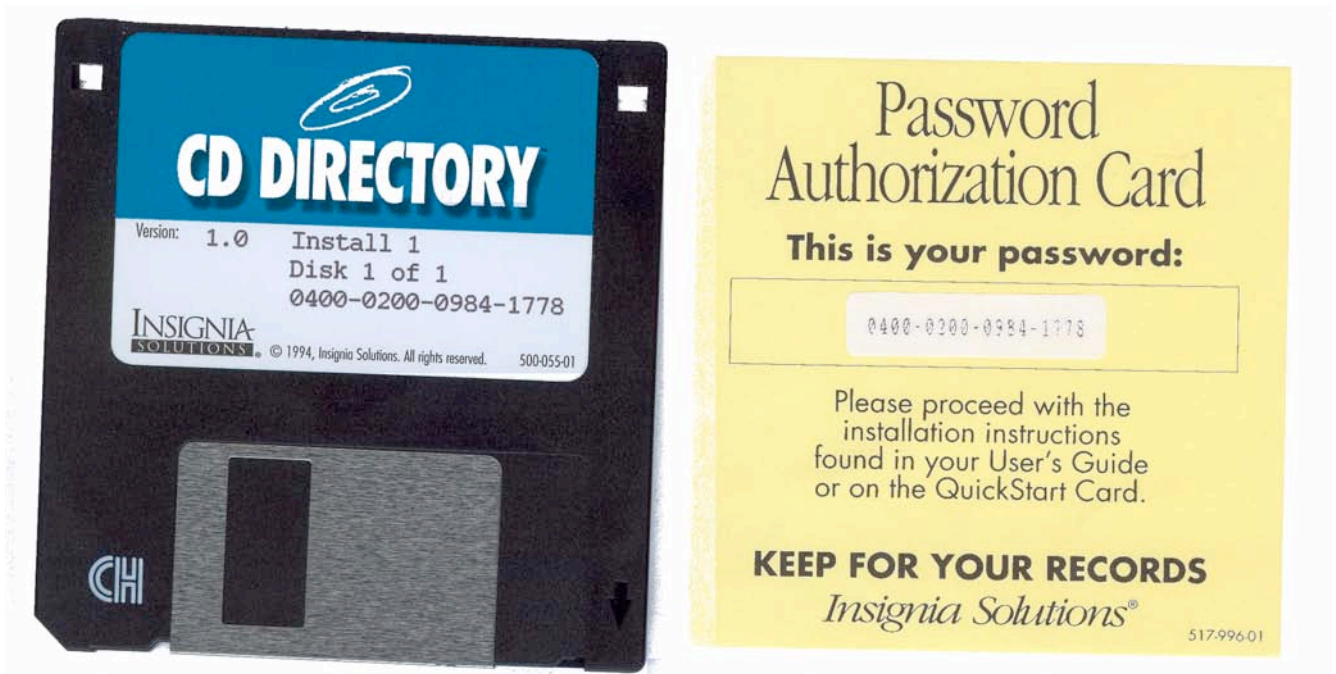
INSTALLATION AND USER'S GUIDE



# CD DIRECTORY™

***Find Any File Or Photo In Your  
CD-ROM Collection Instantly!***





When entering the password, 0400-0200-0984-1778, no name or company is required.

This QuickStart card describes how to install CD Directory on your Macintosh from the installation disk. Note that you will need 300 Kbyte of free disk space.

Before you install CD Directory you should remove all virus protection programs from your System Folder and restart your Macintosh, as these may interfere with the installation.

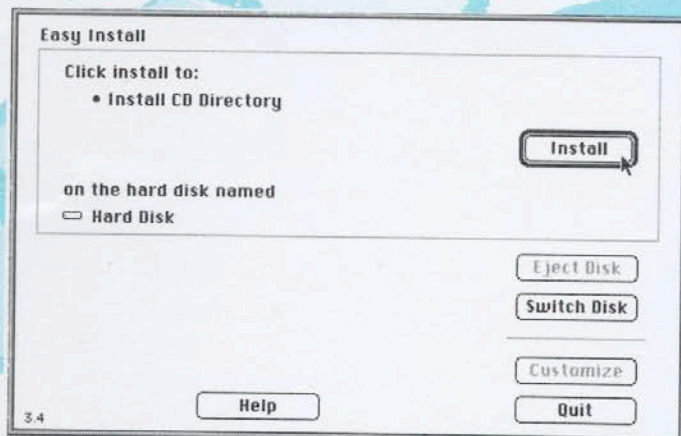
## 1 Run the installer

- Insert the installation disk into your Macintosh.

The disk window appears:

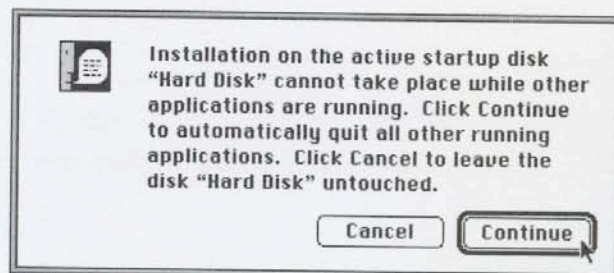


- Double-click the **Installer** icon.
- When the title screen appears click **OK** to display the **Easy Install** dialog box.



- If necessary, click **Switch Disk** to select the hard disk to install CD Directory.
- Click **Install** to proceed with the installation.

If you are installing on the startup disk, and other applications are running, this dialog box appears:

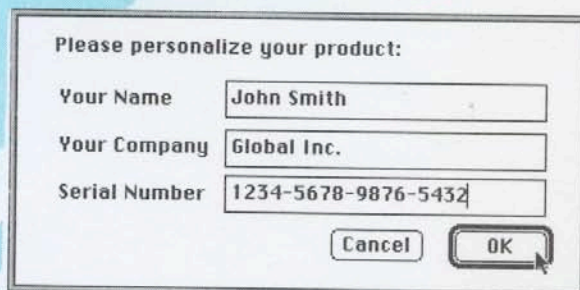


- Click **Continue** to quit from other applications before installing.

The installation will then begin.

## 2 Personalize CD Directory

This dialog box allows you to personalize your copy of CD Directory:



- Type in your name and company.
- Enter the serial number from your Warranty Registration Card or the installation disk.

Alternatively, leave the serial number blank to install a demonstration copy, which will let you evaluate CD Directory for a limited period.

- Click **OK** to proceed with the installation.

## 3 Restart your Macintosh

- Click **Restart** when you see a dialog box reporting that the installation was successful.

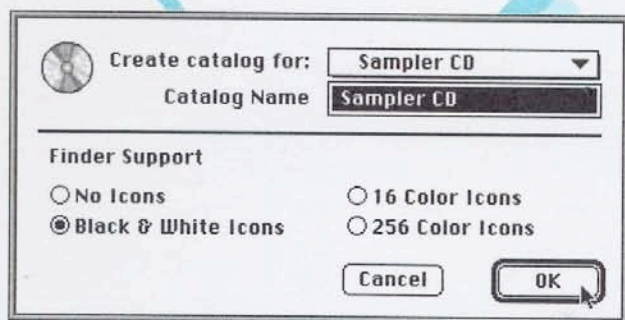
CD Directory is now ready for use.



## To create a new catalog

- Insert a CD into your CD-ROM drive.

By default, CD Directory automatically prompts you before cataloging the CD:



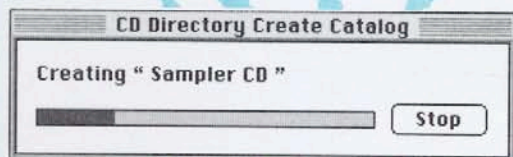
The **Catalog Name** defaults to the CD-ROM name, and you can enter a different name if you prefer.

**Finder Support** determines whether your catalog includes the original icons and, if so, which icons are included. The **256 Color Icons** option includes all the icons, but uses the most disk space.

- Click **OK** to create the CD-ROM catalog.

Alternatively, click **Cancel** if you decide not to catalog this CD.

This dialog box then shows the progress:



The time taken to build the catalog depends on the number of files on the CD.

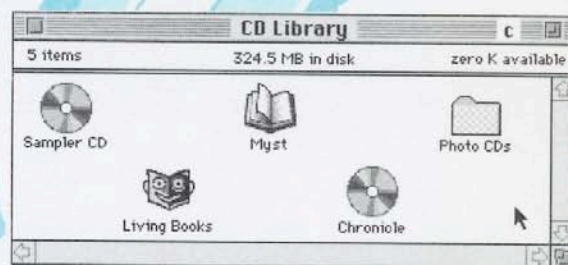
While the CD Directory application builds the catalog you can continue with other work by switching applications.

## To view your CD Library

- Double-click the **CD Library** icon on your desktop:



The **CD Library** window shows the CD-ROMs you have cataloged:



- Double-click the catalog you want to open.

The catalog window opens, showing the items on the CD-ROM.

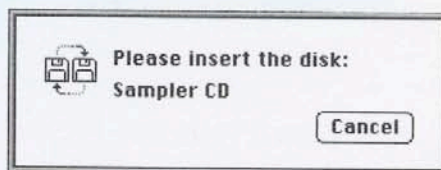
Note that the CD Library windows include a **c** (for catalog) in the title bar to distinguish them from other Finder windows.

You can browse through the catalog just as you would a CD-ROM, and use Finder operations like **Find...** to search for files.

## To retrieve an item

- Either drag the icon to your hard disk to copy it, or double-click the icon to run it.

CD Directory will ask you to insert the original CD-ROM containing the item:



Customer Service: 800-848-7677. Fax response: 800-876-3872. Technical support: (415) 694-7694.

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# **CD Directory<sup>TM</sup>**

## **Installation and User's Guide**

**This guide refers to version 1.0 of CD Directory**

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# Contents

<b>Introduction</b>	<b>1</b>
Get organized with CD Directory	2
<b>Installing CD Directory</b>	<b>3</b>
Installing the CD Directory files	4
What CD Directory installs and getting help	6
<b>Using CD Directory</b>	<b>7</b>
Cataloging your CD-ROMs	8
Browsing through your CD Library	9
Organizing your CD Library	10
Finding items in your CD Library	11
Viewing and changing catalog information	12
Setting CD Directory options	14
<b>Troubleshooting</b>	<b>15</b>
<b>Technical support</b>	<b>17</b>
Customers in other countries	18
<b>Software registration</b>	<b>19</b>
Disk replacement	19
Product upgrades	19

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## Conventions

For clarity this guide uses the following consistent typographical conventions:

<i>This style</i>	<i>Refers to this</i>
<b>bold</b>	Names of menus, menu commands, buttons, dialog boxes, and windows that appear on the screen.
<i>italics</i>	References to other sections of the guide.

This guide uses the following symbols to identify special instructions:

<i>This symbol</i>	<i>Refers to this</i>
➤	A step in a procedure.
■	An item in a list of alternatives.

# Introduction



Welcome to CD Directory, the automatic librarian for your CD-ROM collection. Read this chapter for a quick overview of CD Directory's features, and then turn to *Installing CD Directory*, page 3, to get started.



## Get organized with CD Directory

Your collection of CD-ROMs probably includes games, shareware, clip art, applications, fonts, and photos. CD Directory lets you see the contents of your entire CD collection all at the same time on your Macintosh desktop.

Once you have installed CD Directory it catalogs your CDs automatically when you insert them.

Once they are cataloged you can browse through the items on each CD-ROM, just like items in the Finder.

### Find files easily

To find a file in your CD Library you simply use the Finder's **Find** command in the usual way. When you have found the item simply double-click it, and CD Directory tells you which CD-ROM to insert.

You can search for a file throughout your entire CD-ROM collection, or compare the contents of two CD-ROMs, without having to insert them into the CD-ROM drive.

### Add information to your CD-ROM library

CD Directory allows you to rename items in your CD Directory library to give them more meaningful names, and make them easier to find and identify.

For example, the names of PhotoCDs and the files they contain are usually just numbers; you can rename them in your CD Directory library to identify the photos they represent.

### Getting help

CD Directory includes Balloon Help, and you can show balloons to explain the function or significance of each of CD Directory's controls.

# Installing CD Directory



This chapter describes how to install CD Directory on your Macintosh from the installation disk.

CD Directory works with any Macintosh computer running System 7 and fitted with a CD-ROM drive. To install CD Directory you need 300 Kbyte of free disk space.



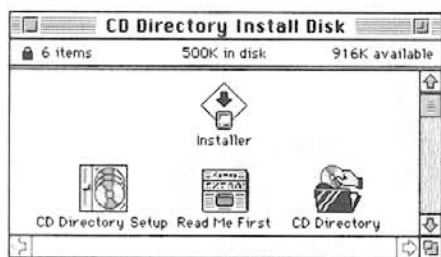
## Installing the CD Directory files

Before you install CD Directory you should remove all virus protection programs from your System Folder and restart your Macintosh, as these may interfere with the installation.

### 1 Run the installer

- Insert the installation disk into your Macintosh.

The disk window appears:



- Double-click the **Installer** icon.

This title screen appears:

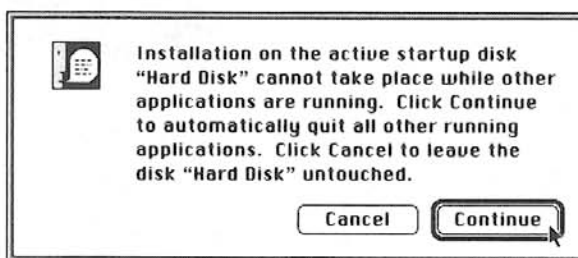


- Click **OK** to display the **Easy Install** dialog box:



- If necessary, click **Switch Disk** to select the hard disk to install CD Directory.
- Click **Install** to proceed with the installation.

If you are installing on the startup disk, and other applications are running, this dialog box appears:



- Click **Continue** to quit from other applications before installing.

The installation will then begin.

---

## 2 Personalize CD Directory

This dialog box allows you to personalize your copy of CD Directory:



Please personalize your product:

Your Name

Your Company

Serial Number

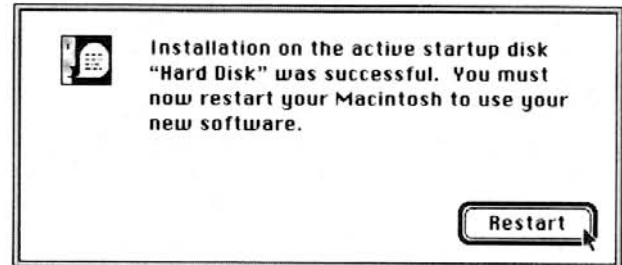
- Type in your name and company.
- Enter the serial number from your Warranty Registration Card or the installation disk.

Alternatively, leave the serial number blank to install a demonstration copy, which will let you evaluate CD Directory for a limited period.

- Click **OK** to proceed with the installation.

## 3 Restart your Macintosh

- Click **Restart** when you see a dialog box reporting that the installation was successful:



If CD Directory is installed correctly, the CD Directory icon will be displayed at the bottom of the screen as your Macintosh starts:



CD Directory is now ready for use.



## What CD Directory installs and getting help

The CD Directory installation installs the following files:



CD Directory Setup

- **CD Directory Setup** is the control panel for turning CD Directory on or off, and setting its default options.



CD Directory

- **CD Directory** is the CD Directory application for cataloging CDs and viewing catalogs. It is installed in your **Apple Menu Items** folder.



CD Library

- **CD Library** appears on your desktop when you restart. It contains an icon for each CD-ROM catalog.

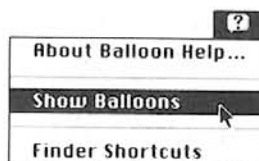
### For more information

For more information about CD Directory refer to the **Read Me First** TeachText document on the installation disk.

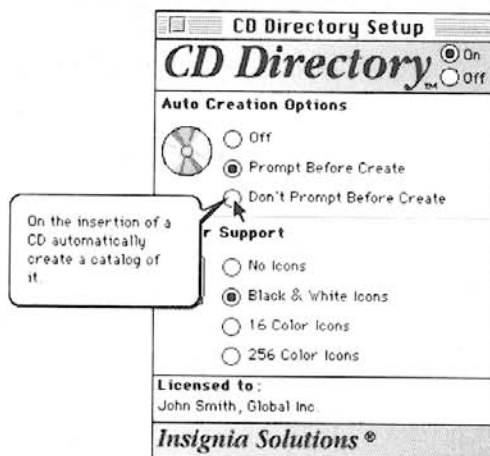
### To use Balloon Help

Turn on Balloon Help to get help about the CD Directory options.

- Choose **Show Balloons** from the help menu near the right end of the menu bar.



- Move the pointer over the object you want help about.



# Using CD Directory



This chapter explains how to use CD Directory to build and use a CD-ROM library. It then explains how to browse through your CD Library, how to find a file on a CD-ROM, and how to organize the items in your library.



## Cataloging your CD-ROMs

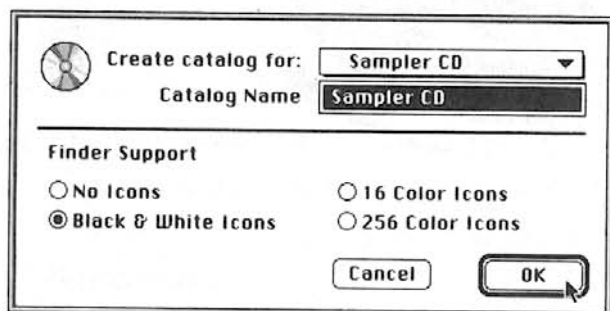
When CD Directory is active new CDs are automatically cataloged when you insert them.

Up to 126 CD-ROM catalogs can be created.

### To create a new catalog

➤ Insert a CD into your CD-ROM drive.

By default, CD Directory automatically prompts you before cataloging the CD:



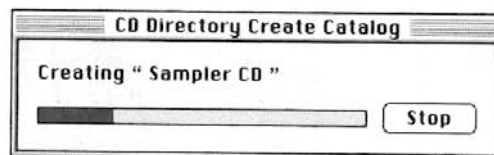
The **Catalog Name** defaults to the CD-ROM name, and you can enter a different name if you prefer.

**Finder Support** determines whether your catalog includes the original icons and, if so, which icons are included. The **256 Color Icons** option includes all the icons, but uses the most disk space.

➤ Click **OK** to create the CD-ROM catalog.

Alternatively, click **Cancel** if you decide not to catalog this CD.

This dialog box then shows the progress:



The time taken to build the catalog depends on the number of files on the CD.

While the CD Directory application builds the catalog you can continue with other work by switching applications.

You can then view the catalog you have created.

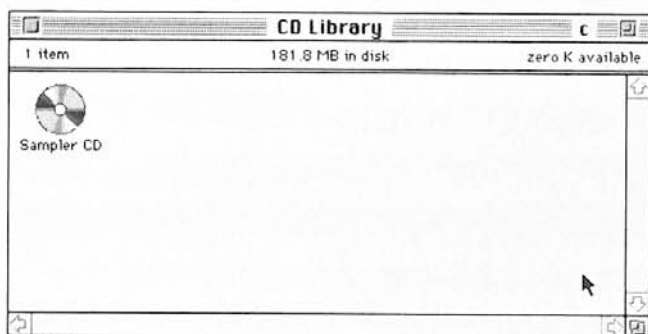
## Browsing through your CD Library

### To view your CD Library

- Double-click the **CD Library** icon on your desktop:



The **CD Library** window shows the CD-ROMs you have cataloged:

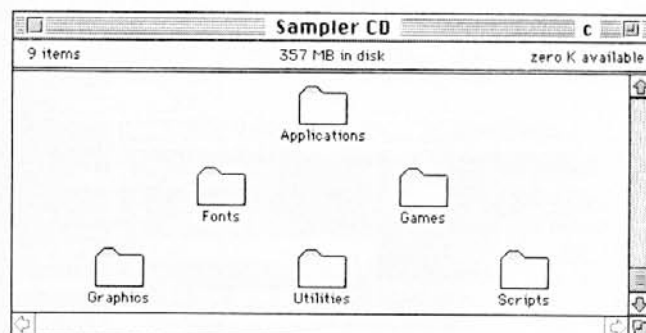


If the catalog is still being created, it is represented with this icon:



- Double-click the catalog you want to open.

The catalog window opens, showing the items on the CD-ROM:



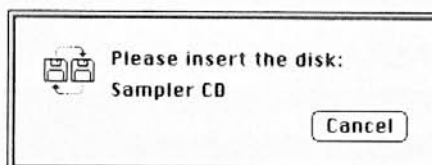
Note that the CD Library windows include a **c** (for catalog) in the title bar to distinguish them from other Finder windows.

You can then browse through the catalog just as you would a CD-ROM.

### To retrieve an item

- Either drag the icon to your hard disk to copy it, or double-click the icon to run it.

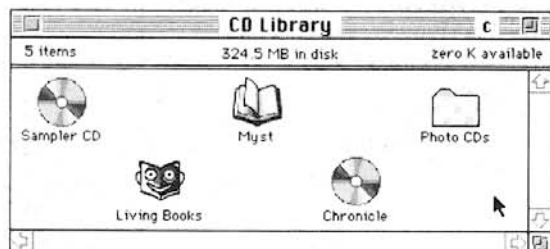
CD Directory will ask you to insert the original CD-ROM containing the item:



CD Directory will also find the item if it is on a network-mounted CD-ROM.

## Organizing your CD Library

You can arrange the catalogs in your CD Library or rename them. You can also create folders in the main **CD Library** window to keep related catalogs together.



Within each catalog you can rename items to give them more meaningful names or to add information not on the original CD-ROM.

### To rearrange items

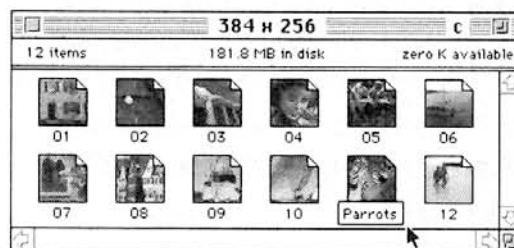
- Open the **CD Library**, or the catalog window you want to arrange.
- Choose the option you want to use from the Finder's **View** menu, such as **by Name**.
- Move the items where you want them in the **CD Library** window.

CD Directory remembers the arrangement of each catalog window, so the arrangement is the same when you view the catalog again.

Note that you cannot move items between folders in a catalog or between catalogs. If you try to do this CD Directory warns you.

### To rename an item in a catalog

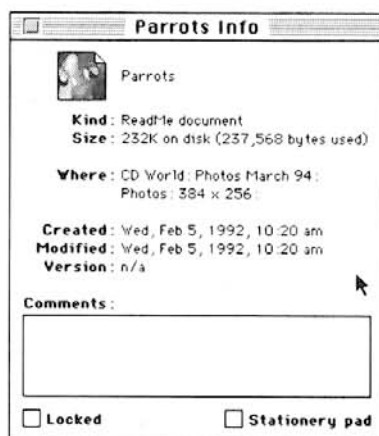
- Type over the name of the item you want to rename:



### To get information about an item in a catalog

- Select the item and choose **Get Info** from the Finder's **File** menu.

This shows information about the item, without having to reinsert the original CD-ROM:



For example, you might want to check the size of a file or compare the creation dates of two files.

### To remove a catalog from the CD Library

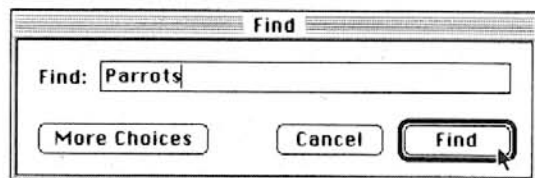
- Drag the catalog icon into the **Trash**.



## Finding items in your CD Library

### To find an item

- Choose **Find...** from the Finder's **File** menu.
- Enter the information you want to search for:



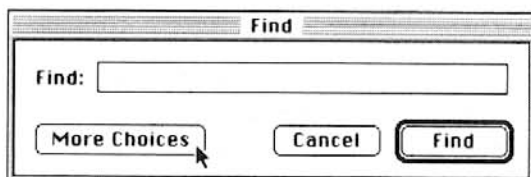
- Click **Find** to start searching.

The Finder will search for the item you want on all your disks and in the CD Library.

### To search the CD Library

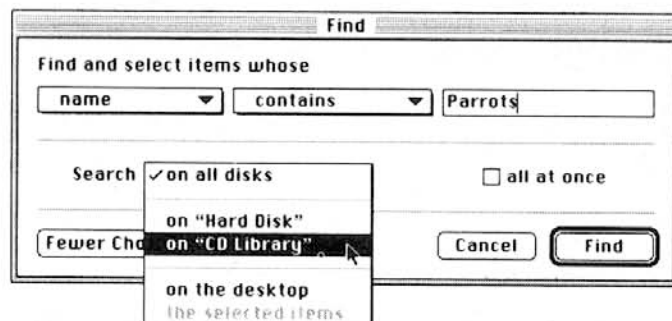
You can restrict the search to the CD Library as follows:

- Choose **Find** from the Finder's **File** menu.  
This dialog box appears:



- Click **More Choices**.
- Enter the information you want to search for.

- Choose **on "CD Library"** from the **Search** pop-up menu.



- Click **Find** to search for the item you have specified.

The CD Library window containing the item will be opened, with the item highlighted.

### To open or launch the item


- Double-click the highlighted item.

## Viewing and changing catalog information

The CD Directory application lets you view the size of each CD Directory catalog and, if you want, reduce the size of the icons stored in a catalog to save space on your disk.

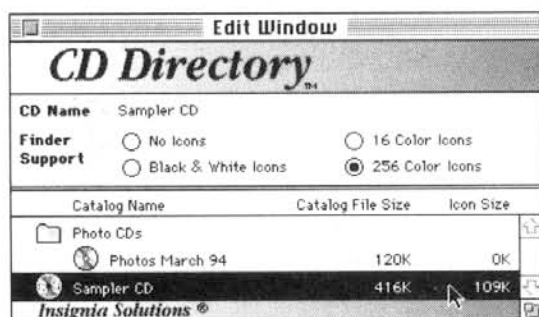
It also allows you to create new catalogs of your CDs.

### To view the CD Directory Edit Window

- Choose **CD Directory** from the  menu to run the CD Directory application.



The **Edit Window** shows the catalogs in your CD Library:



For each catalog the window shows the total **Catalog File Size**, and the portion used for storing the catalog's icons.

Some CDs, such as clip art, will produce large catalogs due to the large number of files on them.

### To reduce the catalog file size

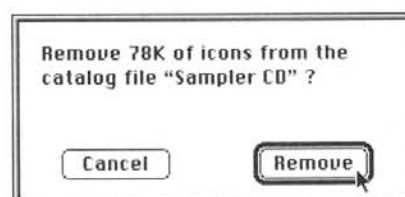
You can save space on your hard disk by removing some of the icons stored in your CD Library catalogs.

- Select the catalog you want to change.

**Finder Support** shows the type of icons stored in the catalog; for example, **16 Color Icons**.

- Click the reduced level of icons you want to use.

This dialog box allows you to confirm that you want to remove the icons:



- Click **Remove** to remove the icons.

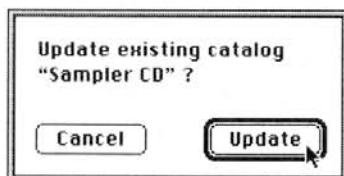
The **Edit Window** will then show the new size of the catalog.

### To increase the level of icons in a catalog

- Insert the CD.
- Choose **New...** from the CD Directory **File** menu.

Then proceed as if you are creating a new catalog; refer to *To create a new catalog*, page 8.

If you chose the same name for the new catalog the following dialog box appears:



- Click **Update** to update the catalog.

If you chose a new name for the new catalog:

- Delete the old catalog by dragging it from the **CD Library** window to the **Trash**.

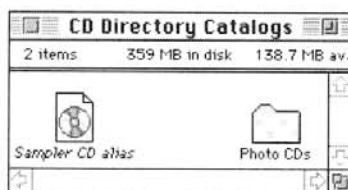
### To exit from CD Directory

- Choose **Quit** from the **File** menu.

### To store CD Directory catalogs remotely

CD Directory stores the catalog files in the **CD Directory Catalogs** folder in your System Folder.

Alternatively, you can store the catalog files elsewhere by putting an alias to them in the **CD Directory Catalogs** folder:



Catalog files stored on a file server can then be shared between several licensed CD Directory users on a network. Note that in this case changes made to catalogs are not saved.



## Setting CD Directory options

The **CD Directory Setup** control panel allows you to specify options which determine how your CD-ROM catalogs are created.

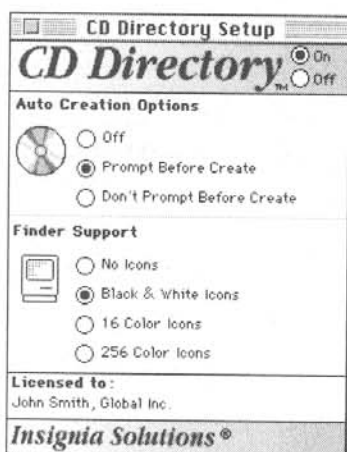
### To display the CD Directory Setup control panel

- Choose **Control Panels** from the  menu.
- Double-click the **CD Directory Setup** icon.



CD Directory Setup

- The **CD Directory Setup** control panel will be displayed:



### To turn off CD Directory

- Click **Off** in the top right of the **CD Directory Setup** control panel.

Alternatively, you can turn off CD Directory by dragging **CD Library** from your desktop to the **Trash** (just like ejecting a floppy disk).

### To specify how catalogs are created

By default, **Prompt Before Create** is selected so you can change the default catalog options each time you insert a CD-ROM.

- Choose **Off** if you do not want CD-ROMs to be cataloged automatically by CD Directory.

You can still catalog them manually by choosing **CD Directory** from the  menu.

- Choose **Don't Prompt Before Create** if you do not want to be prompted each time you insert a CD-ROM. In this case catalogs will automatically be created with the same name as the CD-ROM when a CD-ROM is inserted.

### To specify the icons saved in CD Directory catalogs

Choose the appropriate **Finder Support** option from the **CD Directory** control panel.

Choose **No Icons** to create the smallest possible catalog file, without custom icons. In this case catalogs will show only generic document and application icons.

Choose **Black & White Icons** (the default) or **16 Color Icons** to save the corresponding level of icons for each item.

Choose **256 Color Icons** to save the full set of icons for each item on the CD-ROM. This creates the largest catalog file.

# Troubleshooting

This chapter gives suggested solutions to problems that you may encounter when installing and using CD Directory on your Macintosh.

## Problems when starting up

### **The CD Directory icon does not appear at the bottom of the screen while the computer is starting up**

Check that all the CD Directory files have been installed correctly; refer to *What CD Directory installs and getting help*, page 6.

## Using CD Directory

### **How can I reduce the size of my CD Library?**

You can see the size of each CD-ROM catalog by looking at the catalog files in the **CD Directory** application's **Edit** window.

To save space you can remove the icons from your catalog files; refer to *To reduce the catalog file size*, page 12.

### **I get an 'access privileges' error when trying to duplicate, move, or copy items on CD-ROMs**

You cannot duplicate items in CD Directory catalogs, or copy or move items between **CD Library** windows. You should copy them to a hard disk window instead, when you will be prompted to insert the original CD.

### **I cannot create folders within folders in CD Library**

You can only create one level of folders in the **CD Library** window.

## Index

### A

access privileges error 15

### B

Balloon Help 6

### C

Catalog Name 8

cataloging CD-ROMs 8

catalogs

    creating 8

    creating automatically 14

    finding items 11

    getting information about items 10

    increasing the level of icons 13

    opening 9

    opening or launching items 11

    rearranging items 10

    removing 10

    removing icons 12

    renaming items 10

    sharing 13

    storing remotely 13

    updating 13

    viewing sizes 12

    where files are stored 13

CD Directory application 6

    Edit window 12

CD Directory Catalogs folder 13

CD Directory Setup control panel 6, 14

    setting options 14

    turning on or off 14

CD Library

    finding items 11

    removing items 10

    viewing 9

CD Library icon 6, 9

CD Library windows 9

    creating folders in 15

CD-ROMs

    cataloging 8

    retrieving items 9

conventions iv

### D

disk replacement 19

Don't Prompt Before Create option 14

### F

Find command 11

Finder Support 8, 12, 14

    16 Color Icons option 14

    256 Color Icons option 14

    Black & White Icons option 14

    No Icons option 14

folders, problems creating 15

### I

increasing the level of icons in catalogs 13

installation 3

    disk space requirements 3

    personalizing 5

introduction 1



---

## **N**

New... (CD Directory File menu) 13

## **P**

personalizing CD Directory 5

product upgrades 19

Prompt Before Create option 14

## **R**

rearrange items in catalogs 10

removing icons from catalogs 12

renaming items in catalogs 10

replacement disk 19

## **S**

serial number 5

software registration 19

## **T**

technical support 17

troubleshooting 15

## **U**

upgrades 19

## **W**

Warranty Registration Card 5