



HLMS SUPPLEMENTARY PROGRAMS

This section provides a brief overview of the EMC and Mail List Manager programs.

CONTENTS

RUNNING UTILITIES	2
ELECTRONIC MUSIC CATALOGUE FOR Dos (EMC)	3
COPYRIGHT NOTICE	3
HARDWARE REQUIREMENTS	3
INSTALLATION	3
TO BEGIN PROGRAM	4
TITLE SCREEN	4
MAIN SCREEN	4
MENU CHOICES	5
F1 HELP	5
F2 SEARCH	5
F3 SELECTION CHOICE	5
SURNAME	6
FIRST NAME INITIAL	6
LONG SEARCH	6
NATIONALITY REGION	6
CENTURY	6
ANNIVERSARY	6
TITLE	6
DURATION	7
WORK DESCRIPTION	7
ERASE CRITERIA	8
F8 NEW CATALOGUE	8
F9 INFO	8
F10 QUIT	9
WORKS SCREEN	9
F5 PRINT DISPLAYED FILES	9
SEND INFORMATION TO PRINTER	10
SEND INFORMATION TO FILE	10
ELECTRONIC MUSIC CATALOGUE² ADVANCED EDITION	10

(continued on next page...)

ELECTRONIC MUSIC CATALOGUE FOR WINDOWS (EMCW)	12
INTRODUCTION	12
HARDWARE REQUIREMENTS	12
INSTALLATION	12
REMOVING EMCW	13
UPGRADING FROM A PREVIOUS VERSION OF EMC	13
IMPORTANT NOTE FOR EMC ² USERS	13
UPGRADING FROM EMC FOR DOS	14
USING EMC FOR WINDOWS	14
MENU COMMANDS	14
FILE	14
EDIT	17
DISPLAY	17
FILTER	18
MARK.....	18
HELP	18
KEYBOARD SHORTCUTS	19
MAIN SCREEN	19
NAVIGATING THE WORKS	19
COMPOSER NAVIGATION	19
TITLE NAVIGATION	19
SETTING A FILTER	19
MARKING RECORDS	20
INSERTING AND REMOVING A MARK	20
DISPLAYING THE MARKS	20
USING THE CLIPBOARD	20
PRINTING RECORDS	20
EDITING YOUR DATABASES	21
MULTIMEDIA	21
HOW TO ACCESS MULTIMEDIA	21
HOW DO I ADD MULTIMEDIA TO MY CATALOGUE?	22
PROBLEMS AND QUESTIONS	22
MAIL LIST MANAGER	23
RUNNING MAIL LIST MANAGER	23
SCREEN DESCRIPTION & NAVIGATION	23
FUNCTION KEYS	23
EDITING	24
CUSTOMER LIST NOTES	24
SET FILTER	24
PRINT	26
ADD A NEW MAIL LIST	27
SELECTING ANOTHER MAIL LIST	27
QUIT	27

RUNNING UTILITIES

The Utilities function on the HLMS screen allows easy access to other DOS programs such as Mail List Manager so that it is unnecessary to leave HLMS to use them. This is useful when running HLMS under DOS, but is not really necessary under Windows.

From the Main Screen type <U> (Utilities)

Edit Application Menu

Insert New Application

Enter Program Description (to appear on Menu list)

Enter Program Command Line e.g. \HLMS\ML (the execution command to begin the program)

Enter Default Directory e.g. \HLMS (the directory where the program is stored)

DO NOT run any TSR (Terminate and Stay Resident) application (e.g. a screen saver).

DO NOT run any application that manipulates directly extended memory such as Microsoft Windows.

DO NOT shut down or re-boot the computer while running the application.

ALWAYS return to HLMS and Quit in the normal fashion.

ELECTRONIC MUSIC CATALOGUE FOR DOS (EMC)

Version 2.00
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HARDWARE REQUIREMENTS

EMC requires an IBM PC or compatible (minimum 512k RAM). 2 floppy disk drives or 1 floppy disk drive and a hard disk. Both colour and monochrome displays are supported.

INSTALLATION

To install the program on to the hard disk simply copy all files from the floppy disk to the hard disk, or alternatively you can run the installation program included on the disk. The installation automatically creates a new directory and copies the information.

To run the installation program:

Place the first disk into a floppy disk and log on to that drive

For example, if your floppy disk is drive A, place Disk 1 into drive A: and close the door.

Type A: <Enter> to make Drive A: the default drive

Type INSTALL <Drive:> <Enter> where <Drive:> is the hard disk

eg. INSTALL C:

The files will now be copied to the hard disk. If the information is on two disks, you will be prompted to insert the second disk.

The installation has been completed if the following message is displayed:

The program has been successfully installed.

To BEGIN PROGRAM

Make sure you are in the directory “\EMC” (To get into this directory type

CD \EMC <Enter>

Type EMC <Enter> to begin.

Note: If the colours on your screen do not allow good contrast (eg. on Laptop Computers), you may force the program to display in B&W by typing EMC MONO <Enter> at the DOS prompt.

If you have a CGA colour monitor, and experience “snow”, type EMC SNOW <Enter> at the DOS prompt.

TITLE SCREEN

After typing EMC, the title screen will display. If more than 1 catalogue is available, you may select a file to open. This is achieved by using the <Up> <Down> <Home> <End> cursor keys to move the highlight bar and pressing <Enter> when the file you require is highlighted. You may leave EMC at this point by pressing the <Esc> key.

If there is only 1 catalogue, the program will automatically open the available list. An error occurs if no catalogues are in the default directory.

MAIN SCREEN

You should now be at the main screen.

The program uses the following keys to make selections:

<Up> <Down> arrows move the highlight bar 1 entry in either direction and wraps around the top and bottom skipping options that are not available (unselected).

<Home> <End> move to the first and last item on the menu.

<Left> <Right> arrows change the menu selection.

<Enter> performs the action of the currently highlighted menu option.

<Esc> quits any current process and returns to the last menu.

You may use keyboard shortcuts for these actions by pressing function keys <F1> <F2> <F3> <F8> <F9> <F10> to move directly to the menu option (as displayed on the top of the screen), or selecting a highlighted letter (usually the first letter) which performs the same function as moving to that option with the cursor keys and pressing <Enter>. A letter is not highlighted if the option is unselected.

MENU CHOICES

F1 HELP

Help is available throughout the program simply by pressing <F1>. While HELP is selected you may press the <PgDn> or the <PgUp> buttons when available to view additional Help information. Press the <Esc> key to return to the last operation. This option is not available if the file "EMC.HLP" is not found in the default directory.

F2 SEARCH

Begin finds and displays all matching works from the first record (more information on this option is below under the "Works Screen" paragraph). This option is not available if the last search did not find any matching criteria.

Resume returns to the last displayed record. This option is not available if a Search has not been executed or if the last search did not find any matching criteria.

F3 SELECTION CHOICE

Use cursor keys and <Enter> or the highlighted letter to select an option. When information is added against a category a appears beside the option and the selection is displayed on the right page of the screen. Help is available on each option by pressing <F1>. To edit an option, use <BackSpace> <Left> <Right> arrows. Insert mode may be toggled on and off with the <Ins> key (a small cursor (the default) indicates overwrite mode and a large cursor indicates insert mode). The availability of options depends on the form of the database being used and some selections are not always available (for example, you are not able to insert a composer initial until a composer name has been selected). If after selecting any option you decide to not make a change, simply press <Esc> and the changes are not saved. To delete a single option, press the <Delete> key when the option is highlighted.

SURNAME

This option locates works by the composer surname entered. Type the composer's surname and press <Enter>. Use abbreviations for best results (eg. type prok to match with Prokofieff and Prokofiev). The surname is not case-sensitive, and so the entry may be in upper or lower case in any combination.

FIRST NAME INITIAL

This option locates works by the composer's first name initial. Type the composer's first name initial and press <Enter>. The initial is not case-sensitive, and entry may be in upper or lower case. To delete the initial use <Delete>. This option is not available if the composer option has not been selected or the Long Search option has already been selected.

LONG SEARCH

This option locates works that include the previously entered composer surname in the editor/arranger column. The search will take longer if this is selected. Pressing this option will automatically select, or de-select the Long Search option. This option is not available if the composer option has not been selected or the First Name Initial option has already been selected.

NATIONALITY REGION

This option locates composers by their region of nationality (some composers may have more than one region). Use cursor keys <Up> <Down> <Home> <End> or the highlighted letter to move selection bar. When the desired selection is highlighted press <Enter> to execute.

CENTURY

This option locates composers by the century in which they lived. Type the century (numbers only will be accepted) and press <Enter>.

ANNIVERSARY

This option locates composers celebrating an anniversary (in multiples of 10 and 25 years) in the year entered. Type the anniversary (numbers only will be accepted) & press <Enter>.

TITLE

This option finds works with the entered word anywhere in the title. Type key words in the title and press <Enter>. Use abbreviations for best results (eg. type SEREN to match with Serenade and Serenata).

The title is not case-sensitive, and so the entry may be in upper or lower case in any combination.

DURATION

This option locates works with a duration within a range of durations with a maximum of 999 minutes. Type the durations (numbers only will be accepted) and press <Enter>. If the 1st duration is left blank the program will search for all records UP TO the second duration, or alternatively if the 2nd duration is left blank records FROM the first duration will be displayed.

WORK DESCRIPTION

This option finds works that match the entered description (eg. 'flute and orchestra'). Type a description and press <Enter>. As each word is entered, the program interprets and displays the word together with the Class.

The Class may be either:

G for Genre (such words as opera, orchestra, etc.)

S for Solo (solo instruments such as Flute, Soprano etc)

M for Mode (descriptive words such as chamber, duo, high)

K for Keyword (the key words AND OR NOT ONLY)

? if the word is not recognised (these words may not be searched for in EMC and will be removed from the Work Description text.

To edit an option, use <Backspace> or <Delete> to clear description.

For the best results, the Keywords (AND OR NOT ONLY) play an important part in the selection of works.

For example, a request for 'flute and piano' will find all works with flute AND piano in the description. A request for 'flute or piano' will find all works with flute OR piano in the description. Similarly, searches for 'flute and not piano' will find works for flute AND NOT piano and 'flute and piano only' will locate those works that ONLY have flute and piano in the description.

There are a few general rules to ensure the closest matching works are found:

1. Words do not have to be separated by a keyword. If not, the keyword AND is assumed. (For example 'chamber orchestra' is the same as 'chamber and orchestra').

-
2. AND is more important than OR (eg. if you typed 'flute and orchestra or viola and brass band', the program will display all works for flute and orchestra OR works for viola and brass band).
 3. The keyword ONLY does not take into account MODE words (eg. if you typed in 'for orchestra only' the program will find 'for large orchestra' or 'for chamber orchestra' but will not display works such as those 'for flute and orchestra').
 4. ALWAYS separate every instrument/category with a space or full stop. For example, choral breakdowns (S.A.T.B.) must have a full stop after each division.
 5. Start with the minimum requirements. To find particular instrumentations, it is better to begin with a small description and add additional items later to reduce the list to those works of interest with the NOT keyword. (eg. if you wished to find all of the works for double bass and orchestra, you may have to add 'and not chorus' to the list because the program will display entries with a description such as 'for Tenor and Bass soloists, double chorus and string orchestra').
 6. Avoid cancelling similar words (eg. if you type 'flute and not piccolo' no works will be found because both words have the same symbol).
 7. Before pressing <Enter>, check that EMC has correctly interpreted your selection.

ERASE CRITERIA

This option erases all selected criteria and returns to the default of ALL RECORDS. This option is not available if no criteria has been entered (ALL RECORDS is displayed on the right page).

F8 NEW CATALOGUE

If other catalogues are available you may select the open catalogue option which returns to the title screen. All previously selected criteria remain when a new catalogue is opened. (Note: Not all catalogues have the facility to search on all selection criteria, and so these options will not be available).

F9 INFO

This displays information about the current release of EMC. This option may be left by pressing any key. (For more information on this option, please see the paragraph titled "Electronic Music Catalogue² Advanced Edition".)

F10 QUIT

No returns to the Selection Choice menu.
Yes quits the program and returns to Dos.

WORKS SCREEN

After selection of one of the F2 Search options, the Works Screen is displayed. The left page displays the composer name, dates and titles of each work and the right hand page contains more detailed information about the highlighted work.

To select a new work, you may use the cursor keys <Up> <Down> <Home> <End> or the highlighted First Letter.

To change to the last and next composer you use the <Left> and <Right> arrows.

A beep sounds if you try to go beyond the beginning or end of each record.

Occasionally when the information of a selected work cannot be displayed in the space available on the right hand page, a message ****<Space> for More**** is displayed. Use the Space Bar to see the additional information.

F5 PRINT DISPLAYED FILES

Selection of the <F5> key will enable you to print selected records to a printer connected to the first parallel port (LPT1) or alternatively to a text file.

The program will take you through a series of prompts as explained below:

Print this Record which prints or saves to a file the highlighted record only.

Print this Page which prints or saves to a file ALL matching records by the current composer.

Print all Matching Records which prints or saves to a file ALL matching records. ****NOTE** if this option is selected the printing may take a long time depending on the criteria selected.

You are then presented with a menu with the option to send the information to a Printer or File. Use the cursor keys and <Enter> or highlighted letters to select.

SEND INFORMATION TO PRINTER

If the printer is ready and connected to the LPT1 port the record will be printed. If the program is unable to print you may press the <Esc> key to return to the works menu. The print option will work with most printers, however, some printers such as Postscript printers will not work. If you are unable to print, or the output is not satisfactory, I recommend saving the works to a file and printing the lists from your word processor.

If the printing was successful, a message will be displayed to this effect.

Note: If a single sheet printer is used, you may need to continue inserting sheets of paper after the Printing Completed message displays. This is due to the fact that most printers contain their own memory called a buffer, and the last information sent to the printer will not be printed until more paper is inserted.

SEND INFORMATION TO FILE

You will be prompted to enter the file name. The default is "LIST", however, any other name is acceptable as long as the name is 8 characters or less. If you wish to save the file to another disk or directory, you may include a path before the name. For example, if you wanted to save the file to your word processing directory on drive D for later inclusion in a letter, simply type D:\WP\FILENAME. All files end with ".TXT".

If there is already a file with the same name you may append the information to that file or alternatively write over the old file with the new information.

If an error occurs while writing the file (for example if there is insufficient room on the disk) the operation will be aborted.

ELECTRONIC MUSIC CATALOGUE² ADVANCED EDITION

The F9 Info option on the main screen displays information about the enhanced version of EMC called Electronic Music Catalogue Advanced Edition (or EMC² for short). EMC² is identical to EMC with the additional facility to create and manipulate your own EMC catalogues. In addition to this, EMC² provides you with enhanced printing and searching capabilities, a comprehensive manual and a newsletter with helpful information and sources of EMC catalogues. To assist you, we have also included information of over 1500 composers from Carl Aben to Ellen Zwillich which may be added to your EMC² catalogue. EMC² includes utility programs that enable you to convert your new lists to EMC format, so you may distribute them with EMC to anyone who may like a copy.

EMC² is useful to create lists of all types of printed music (orchestral, ensemble, band, instrumental) as well as records, CDs and cassettes.

The hardware requirements for EMC² are the same as EMC.

To purchase a copy of the Electronic Music Catalogue Advanced Edition, please contact the source of this copy of EMC, or alternatively contact BTM Innovation at the address below for current pricing and availability

Any enquires about EMC, including information relating to the conversion of existing lists to the EMC format may be made to:

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E-mail: info@btmi.com.au
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ELECTRONIC MUSIC CATALOGUE FOR WINDOWS (EMCW)

INTRODUCTION

The Electronic Music Catalogue for Windows (or EMCW for short) is an easy-to-use system for the cataloguing of music titles. EMCW enables you to display, search and print information saved in EMCW format, and with version 2, you can also create your own EMCW catalogues.

This program is based upon a system developed by Peter Grimshaw and is in use by publishers, organisations and individuals all around the world.

EMCW is NagWare. What this means is that you may use EMCW without the obligation of registering your copy so long as you can live with the registration messages and do not require any support. All files on the original distribution file may be freely copied according to the terms of the Copyright Notice.

HARDWARE REQUIREMENTS

Requires Microsoft Windows® version 3.1 or later (including Win95).

The system uses the True Type capabilities of Windows, and the default fonts supplied. If these fonts are not available, the display may not be ideal.

2Mb Hard Disk Space (more may be required for data).

A 2-button pointing device is required.

For access to multimedia capabilities, you must have installed a windows-compatible sound card and CD-ROM.

INSTALLATION

1. In the Program Manager, choose Run from the File menu.
2. In the Command Line box, type A:\SETUP, where A:\ is the drive, and/or directory containing the EMCW program files.

Note: The EMCW program if downloaded from a BBS or the Internet will have the name EMCWV2.EXE and not SETUP.EXE

3. Follow the Instructions that appear on screen.

REMOVING EMCW

EMCW copies all files to the selected directory and so you may simply delete the directory to remove EMCW or run the UNINSTALL program which will do this for you.

Windows 95 users may use the Add/Remove Software option in the Control Panel to remove EMC for Windows from the system.

If the uninstaller is used, files created after the system is installed (such as data files) will not be removed automatically unless you select the "Custom" option and select all components.

The only modification made to your system files is an "EMC for Windows" entry in the WIN.INI (which may be removed).

UPGRADING FROM A PREVIOUS VERSION OF EMC

Upgrading from EMC for Windows Version 1
EMCW for Windows is not compatible with version 1 of EMCW. If you have this on your system, I suggest you remove it completely.

Upgrading from EMC² Advanced Edition for DOS
There are many differences between the DOS version of EMC and EMCW. If you are familiar with Windows then you will be able to quickly make the change. The main difference between the two versions concerns the way the information is displayed and searched. This will become apparent to you from using the system.

IMPORTANT NOTE FOR EMC² USERS

You cannot open directly your EMC² MYLIST files with EMCW. Before you can open them in EMCW, you must go through a 2-step conversion process which I will discuss here.

First you must convert the MYLIST files to standard EMC files. To do this you need to use the EMC2EMC program supplied with EMC². First find out the filename of the file you want to convert (this is displayed on the information page after the file has been opened). The filename will be MYLIST#.DB (where the hash # symbol is a number between 1-9). Then type:

EMC2EMC # [Newfile]

where [Newfile] is the name of the new file you wish to create (it must be 8 letters or less).

For example, if you wish to convert MYLIST1.DB to a file called LISTING that can be converted by EMCW, type:

EMC2EMC 1 LISTING

When this process is complete simply follow the instructions listed below concerning opening an EMC file and your data will be ready to use in EMCW format.

UPGRADING FROM EMC FOR DOS

To convert your EMC catalogues into EMCW format, simply select the File Open option and change the List Files of Type option to EMC Catalogue. Now change directory to the directory containing your EMC files and open the catalogue in the normal way. It will automatically be converted to EMCW format. After the process is complete, you may delete the old EMC files as they are no longer used by EMCW.

USING EMC FOR WINDOWS

The EMC for Windows Screen consists of an open page with composer names on the left page and titles of the currently-highlighted composer on the right page.

If there are more composers or titles available than can be displayed on the screen, a scroll bar will be displayed to the right of the text.

On the page displaying the titles, different coloured text is used to indicate the state of each title according to the following:

Blue text indicates a Marked title

Red text indicates a title marked for Deletion

Magenta text indicates a title that is both marked and deleted

On the right-hand side are a series of icons that mirror commonly used commands that are also in the Menu above the book.

The bottom of the Window displays the name of the file currently open (if it is surrounded by square brackets, it may not be Edited), if the software is registered, if a filter is set and the number of marked records.

MENU COMMANDS

Not all commands are available at all times.

FILE

Open

A standard Windows open dialog is displayed and a filename may be selected or entered in the filename section. To open and convert EMC format catalogues into EMCW format, simply select the File

Open option and change the List Files of Type option to EMC Catalogue. Now change directory to the directory containing your EMC files and open the catalogue in the normal way. It will automatically be converted to EMCW format. After the process is complete, you may delete the old EMC files as they are no longer used by EMCW.

Important note for EMC² Users

MYLIST files cannot be opened by EMCW. Please see the Upgrade section for a more detailed description of the process involved with converting your MYLIST files.

New

Select this option to display a standard Windows file selection menu to enter the name of a new EMCW Catalogue to Create. After this has been created you must immediately create your first entry.

Information

Displays and plays information about the currently selected or open file.

Editing the Information File

The Information File consists of four sections:

Catalogue Title

This is the name of the catalogue displayed in the bottom-left corner of the EMCW window when the file is opened.

Catalogue Description

A description of the contents of the EMCW catalogue including such information as contact addresses, acknowledgements.

Bitmap

A 300x350 Windows style Bitmap (BMP) file that is displayed on the opening screen. After the Bitmap button is selected, you may enter a filename, search for an existing file or edit your own bitmap using a Bitmap editor. The Bitmap Editor of choice may be specified in the Preferences dialog.

Sound

Is a standard Windows WAV sound file that is played when the Information Screen is displayed.

Copy Clipboard

Copy records from the EMCW Clipboard. You can add records to the open EMCW Catalogue that have been previously copied to the clipboard with the Copy Marked option. If a composer in the clipboard already exists in the active database, it will not be copied, but all titles will be copied. All added records are marked, and so before this option is run you have the option to clear all existing marks.

Remove Deleted Records

This function permanently removes all records marked for Deletion. This function may only be run when only one user is accessing the data. After the option is selected, each record marked for deletion is displayed and you have the option to select:

Delete	Deletes the currently displayed title
Delete All	Deletes all titles marked for deletion without displaying them
Skip	The current record is not deleted
Cancel	Cancels the operation

Printing Records

EMCW can print records to any Printer device defined in the Control Panel and to a range of text file options. If a filter has been defined before the Print option is called, only those filtered records will be printed. After the Print option is selected, you will see a dialog with the following options:

Printer	Selects the Printer as the destination for the Printed output.
Printer Setup	Select this item to change the currently selected printer, or change the printer setup. The Default printer is always displayed first.
Text File	Selects the output to be saved in a Text file. If this option is selected, then several further options may be entered: Text File Prints selected entries to a standard text (.TXT) file without any formatting
Delimited File	Prints selected entries to a delimited (.DEL) file for importing into other databases, spreadsheets and wordprocessors
RTF File	Prints selected entries in a special format called Rich Text Format (.RTF) that is recognised by most recent wordprocessors. This format retains the all of the bold, italics and fonts in the printed output.
HTML File	Prints selected entries in the Hypertext Markup Language used on the Wide World Web. This format retains the all of the bold, italics and fonts in the printed output.
DOS Text	Save the file using DOS the compatible character set.
Filename	The filename (including an optional path) of the destination text file.
Current Page	Will print those works displayed by the current composer.
Marked Records	Will print all marked records.
ALL Records	Will print ALL records displayed.

EMCW Preferences

This dialog allows you to set the options for your next EMCW session.

Login Name

If your copy of EMCW is registered and you are running the program on a Network your network name will be displayed here.

Default Data Directory

This is the default directory in which EMCW looks for your data files. The default location is \EMCW\DATA.

CD Drive

The single letter drive that references your CD-ROM drive. It should be left blank if no CD-ROM drive is installed.

Display and Printer Font Size

Allows you to increase or decrease the size of the display and printer fonts EMCW uses.

Display Size

Allows you to change the default size in pixels of the EMCW screen. The default setting is 640 x 480. Full Screen Display will make EMCW use the whole screen.

Bitmap Editor

The name of the program used to edit bitmaps. For Windows 3.1, the default setting is PBRUSH.EXE, and for Windows 95 it is MSPAINT.EXE. You may change this to another editor, or add the complete path if the program is not in your search path.

Exit

Closes EMCW

EDIT

New Record

Select this option to display the Edit Screen to insert a new composer or title. This option is also available by clicking the right mouse button over the composer or title to edit.

Edit Composer

Select this option to display the Edit Screen to edit the currently displayed composer. This option is also available by clicking the right mouse button over the composer or title to edit.

Edit Title

Select this option to display a list of titles to edit via the Edit Screen. This option is also available by clicking the right mouse button over the title to edit.

DISPLAY

Short Display

Selecting this option toggles the display of the title information from the default setting of all information to the Short Display option where only the Title and Subtitle are displayed. This is handy for faster processing of composer listings with a large number of works.

Search

Allows you to find entries by Surname, First Name and Title. If no Title is entered the first matching composer record is displayed. If a title is entered with no composer the currently displayed composer is assumed.

Previous Page

Move selection up one page.

Next Page

Move selection down one page.

FILTER

Setting a Filter

Filters reduce the number of visible titles according to a set of Search Criteria. Some EMCW catalogues do not have access all of these criteria. Selections will appear in grey text if they are not available, and data entry will be restricted. To enter information for a filter, use any combination of the selection criteria below:

- Title
- Editor Name
- Duration
- Century
- Anniversary
- Region
- Publisher
- Information
- Work Description

Clear Filter

Clear previously entered Filter

MARK

Next Mark	Display next Marked Record
Previous Mark	Display previous Marked Record
Copy Marked	Copy Marked Records to Clipboard
Clear Marks	Clear previously entered Marks
Mark All	Mark all displayed Records (only available when a Filter has been defined)

HELP

Help

View Help Files

About

The About dialog displays the latest information about this version of EMCW and also information about Registration. If this copy of EMCW is Registered The About dialog displays information about the licence including the licence name, registration number, number of users and network name. If this copy of EMCW is NOT Registered, you may select the Register key to enter the registration dialog.

When you have registered your copy of EMCW, you should enter the information provided. Select the Read REGISTER.TXT button to read more about registering your copy of EMCW.

KEYBOARD SHORTCUTS

Keyboard Shortcuts exist for all Menu Items, Dialog Boxes and moving around the composers and titles. These shortcuts are indicated by an Underscore and may be activated by pressing the Alt key and the designated letter. Some menu options use other keys, and are included on the menu.

MAIN SCREEN

The Main-Titles Screen displays on the left-hand page the Composer Names, and on the right-hand page the titles of the currently-selected Composer. Elevator bars indicate that there is more information than can be displayed on the current screen. At the bottom of the Window is displayed the file name and information about Filters and Marked Records. Please consult Navigating the Works for more information.

NAVIGATING THE WORKS

COMPOSER NAVIGATION

The list of Composers may be scrolled by using the Cursor Keys (Up, Down, PgUp, PgDn, Home or End). Pressing the first letter of a composer will move to the first record beginning with the letter pressed. Select the Search icon for more specific searches.

TITLE NAVIGATION

Use the Alt-PgUp or Alt-PgDn keys (or use the elevator bar) to move the titles 1 page at a time. See Setting a Filter for more information about reducing the number of records displayed.

SETTING A FILTER

Filters reduce the number of visible titles according to a set of Search Criteria. Some EMCW catalogues do not have access all of these criteria. Selections will appear in grey text if they are not available, and data entry will be restricted.

MARKING RECORDS

Marked records are useful “Bookmarks” for particular records and may be accessed through the Printing Records and Clipboard routines. Marked records are displayed with blue text. Marks are removed at the conclusion of each session.

INSERTING AND REMOVING A MARK

To mark a record, with the mouse click with the left button any title appearing on the right-hand page. If the record is not marked, it will be marked, and if a mark already exists, the mark will be removed. Clicking on the Composer Name information at the top of the right page will toggle the Marks of all displayed works by that composer. If a Filter has been set, you may Mark all records displayed by using the option on the Mark Menu. The Mark Menu also has an option to remove all marks.

DISPLAYING THE MARKS

Selection of the F4 and F5 keys will display last, and next Marked records in the list.

USING THE CLIPBOARD

Marked records may be copied to the Windows clipboard as text and also to an internal EMCW clipboard for copying to other EMCW files. You may specify the amount of information to be copied to the Windows clipboard (and this data must not exceed 64k in size) by selecting any of the following options:

Composer Information

Copies Composer Surname, First Name and Dates.

Title Information

Copies Title, Subtitle and Duration

Other Information

Copies Editor, Description and Orchestration

All information (with the exception of internal sound files and bitmaps) is copied to the EMCW internal clipboard. These records may be accessed via the Copy Clipboard command.

PRINTING RECORDS

EMCW can print records to any Printer device defined in the Control Panel and to a range of text file options. If a filter has been defined before the Print option is called, only those filtered records will be printed. See *Editing the Information File*, above for further instructions.

EDITING YOUR DATABASES

If the catalogue can be edited, clicking the right button with the cursor on the right-hand page will open up a new menu with several options. These options include:

Edit	Displays the Edit Screen to edit the selected title or composer
New	Displays the Edit Screen to add a new title or composer
Copy	Displays the Edit Screen with a copy of the current information to add a new title or composer
Delete	Marks the current record, or if a composer is selected marks ALL records by that composer for Deletion. The records are physically removed by the Remove Deleted Records option (on the File Menu).

MULTIMEDIA

EMCW has several capabilities to take advantage of PC Multimedia including the ability to display images, play sounds and access audio CDs.

HOW TO ACCESS MULTIMEDIA

Catalogues that have used these functions display logos which may be explained as follows:



Indicates that a biography of the selected composer is available which may be displayed by clicking this icon.



Indicates that a biography and a photo of the selected composer is available which may be displayed by clicking this icon. If the photo is stored in the database, it is first decompressed.



Indicates that an audio CD may be played in the CD-ROM drive by clicking this icon. This facility is only available on computers with CD and sound cards installed. When this is selected, EMCW first checks that the correct CD is installed and should immediately begin playing.



Indicates that a sound (WAV) file may be played by clicking this icon. This facility is only available on computers with sound cards installed. When this is selected, the sound file (if stored in the database) is decompressed and should immediately begin playing. A catalogue may also display a bitmap and play a sound file each time it is opened.

HOW DO I ADD MULTIMEDIA TO MY CATALOGUE?

To add these sounds and pictures it is as simple as *Editing your Database* or *Editing the Information File* and include the Bitmaps and text files in the appropriate place.

PROBLEMS AND QUESTIONS

Some data problems may be as a result of a corrupted index. To rebuild the indexes, add a dummy title, mark it for deletion and run the Remove Deleted option. If you encounter any other problems with the product, or would like to make a suggestion for improvement, please contact B.T.M. Innovation.

We would also be happy to hear from you if you would like to convert your information from another database system to EMCW.

MAIL LIST MANAGER

Mail List Manager is a DOS program to manipulate mailing lists (including the HLMS client database). It allows you to print mailing labels or lists of your clients. The reference codes entered in HLMS or any other data about your clients are used to filter the list to show only clients matching the criteria you have entered, if you wish to narrow your list for a particular purpose. In addition to using the client database from HLMS you may also create new databases for other mail lists and manipulate them in the same way. This program is available through B.T.M. Innovation at a reasonable cost.

Upon installation the program is usually located in the \HLMS directory and the data files in the \HLMS\DATA directory.

RUNNING MAIL LIST MANAGER

Go to the \HLMS DOS prompt and type <ML> and then <Enter>

SCREEN DESCRIPTION & NAVIGATION

Upon opening the program the screen shows information about the Client File in the upper left-hand corner: the name of the file, location, date last modified, how many records (customers) it contains, and if a filter has been set (default is None). The upper right-hand corner will show your list of customers (press the <TAB> key while either "Customer" or "CLIENTS.DBF" are highlighted). You may move up and down the list with the arrow, PgDn, PgUp, Home or End keys. The lower 2/3 of the screens shows the data entered for the customer highlighted in the upper right-hand box.

FUNCTION KEYS

F1 Help
Lists function keys and their purposes

F2 Search - Allows searches to be made by

1. Account
2. Address
3. Name or Company
4. Notes
5. Reference

F 7 Print

F 10 Save

Esc Abort function. Quit

Tab Switch

Ins Insert new record

Del Delete record

Enter Edit

EDITING

ALL changes made to the CLIENT.DBF through Mail List Manager WILL change your records in HLMS as they both use the same database file. **Note: it is recommended that you only use ML to search for records in the HLMS database, and edit the information from within HLMS itself.**

Choose a customer to edit in the Customer List Box by moving the highlighted bar to the selection, press <TAB>. The highlighted bar will jump to "AC" (Account). The upper right-hand box will now show the Reference Codes assigned to the customer. Use the arrow keys to move around the data lines. To edit move to the desired item to be changed and press <Enter>. Type the desired change and press <Enter> to save. The Reference Codes may be edited and added to in just the same way as in HLMS. When finished editing customer record hold down the <Shift> key while pressing <Tab>. You may be at any data line before pressing <Shift> <Tab> to return to the customer list. It is useful if you are changing the same item on a number of customers to move to that line edit it, <Shift><Tab> back to the list. Move to the next customer to be edited and <Tab> back. It will jump to the same data line that you previously edited.

CUSTOMER LIST NOTES

If you wish to write any note of general description or otherwise about the CLIENT.DBF as a whole or any other mail list you create you may do so by moving the highlighted bar back to the description "Customer" and press <Enter>. You are now in the upper right-hand box and may type whatever notes are required. Press <F10> to save or <Esc> to quit.

SET FILTER

Move highlighted bar back to upper left-hand box and then to "Filter". Press <Enter>. You may filter the data by the following:

1. Account
2. City
3. Company
4. Country
5. Name
6. Notes
7. Postcode
8. Reference
9. State

Choose the criteria to be used to filter the list by using the arrow keys, <Enter> to choose.

Next you need to choose how it is to be filter:

1. is identical to
Find all matches identical to your criteria
2. is NOT identical to
Find all matches NOT identical to your criteria
3. contains the word
Find all matches which contain the word (or name or reference) you specified
4. does NOT contain the word
Find all matches which do NOT contain the word (or name or reference) you specified.
5. Change order to...
This choice will change the order in which the list is presented in the Customer List box. The default is alphabetically by customer name. Choose the criteria by which you wish to have it listed and then choose this option, the list will be alphabetized by account, city, name, postcode etc. as chosen.

If you want to filter the list by #1-7 or #9 you will be required to type in the relevant data to match or avoid as required. If you want to filter by #8 Reference, the Reference List appears for you to make your choice.

You may set up to 4 filters at a time to further narrow the list by using the following:

1. Set Filter
Proceed with filtering the list.
2. Add new filter
Add another filtering choice to the one(s) chosen.
3. Delete
Remove a filtering choice.
4. Clear ALL Filters
Show complete list again.

To add another filter choose #2. and choose a selection:

1. AND another field
You want the list to have criteria #1 AND #2 (e.g. all customers from a particular city who also have a particular reference code, or all customers from a particular city AND who do NOT have a particular reference code)
2. OR another field
You want the list to have criteria #1 OR #2 (e.g. all customers from either one city OR another city only.)

Repeat the Field Selection as before. When finished choosing criteria, select #1 Set Filter from the Enter Selection box. The list will now be filtered as requested and only those customers meeting the criteria will be displayed in the Customer List box. To return the list to normal, move highlighted bar back to Filter in the left-hand box <Enter>, choose #4 Clear ALL Filters.

PRINT

After you have filtered the list or if you wish to print the entire list or just one record, press <F7>. You then may select the following:

1. Print Single Record
Print the record presently highlighted on the Customer List.
2. Print ALL Records
Print entire list.
3. Print Remaining Records
Print the rest of the list after part has been printed.
4. Edit Printer Definition
Change print instructions.
 1. Select Definition.
Choose the paper or labels to be used.
 2. Add New Definition
Add a new label, list or delimited file definition.

LIST:

Enter description, whether or not the page length is standard (if not enter number of lines, Std = A4 paper), number of print lines, whether or not you want to print column headings, enter heading to be printed at top of page (@D = Day, @P = Page number), select printer port, choose order in which data is to print. <F10> to save or <Esc> to abort.

LABEL: Enter description, length of page, whether or not the dispatch address should be used, if there is one (it will take precedence over the invoice address), select printer destination, the order in which the data should be printed. <F10> to Save or <Esc> to abort.

DELIMITED FILE: (used for export to other programs) Enter description, enter print destination (directory and file name). If you only give a file name it will be stored in the current directory. Enter data items to be printed and order in which they are to be printed. <F10> to save or <Esc> to abort.

3. Edit Definition
Edit an existing definition. Select the definition you want to edit with #1 Select Definition, then #3 Edit Definition. Follow format as given under Add Definition.
4. Copy Definition
Copy an existing definition, and then edit it through #3.
5. Delete Definition
Remove an existing definition
5. The last item selected will appear as number 5 to easily switch definitions.

ADD A NEW MAIL LIST

To create a new mail list move highlighted bar to Filename in left-hand box, press <Enter>, choose #1. *****Add New Database*****. Type location (where the program should find it) e.g. \HLMS\DATA. Type name of new mail list (how it will be listed on the Select Mail List box and a description that will appear above the File Name in the left-hand box). You will now be presented with a blank customer entry. Enter first customer's data, item by item. When you reach Notes and are finished press <F10> to save. To enter another customer press <Ins>. Repeat procedure until all customers are entered.

SELECTING ANOTHER MAIL LIST

Move highlighted bar to File Name in left-hand box press <Enter>. Choose desired list by typing the corresponding number or move highlighted bar to selection and <Enter>.

QUIT

To exit the program press <Esc>. You are prompted *Are you Sure You Wish to Quit the Mail List Manager?*