



# DiskLibrary v1.9.x

## Quickstart Guide

### 1. Adding a catalog to the library

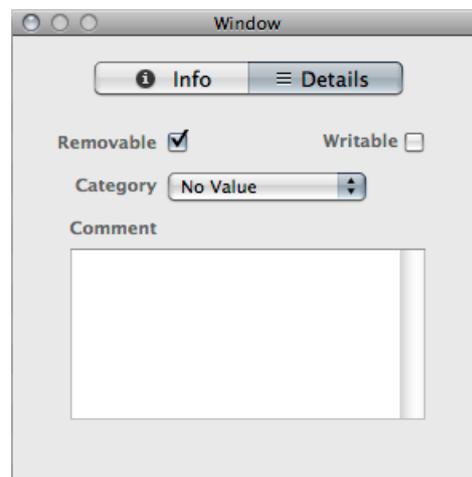
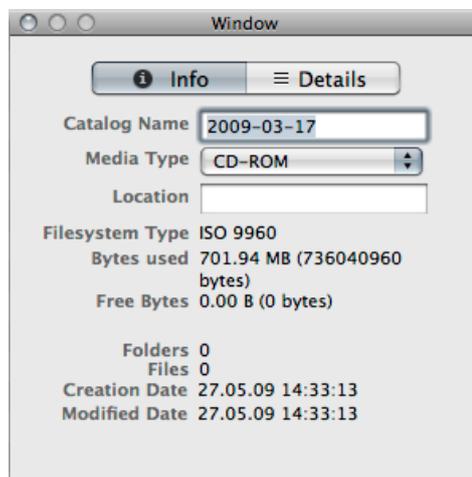
11. Insert the volume to index (CD, DVD, Zip, or else).
12. In the menus, select *File > Add catalog*.
13. In the window which subsequently appears, select the desired volume and click *Import*.  
Note: check the *Catalog media data* box and DiskLibrary will create thumbnails of all readable (by DiskLibrary) images in the catalog.
14. DiskLibrary now scans the volume's file structure and creates thumbnails when possible, if the option has been selected (this operation may take several minutes depending on the number of thumbnails to generate and the catalog's structural complexity).

### 2. Renaming a catalog

21. Select the catalog for renaming from the list.
22. Click the catalog again — but click the name, not the icon.
23. Enter the desired name and press enter.

### 3. Editing a catalog's properties

31. Select the catalog for editing from the list.
32. In the menus, select *Edit > Edit catalog*.  
The window which subsequently appears shows two tabs: *Info* and *Details*.



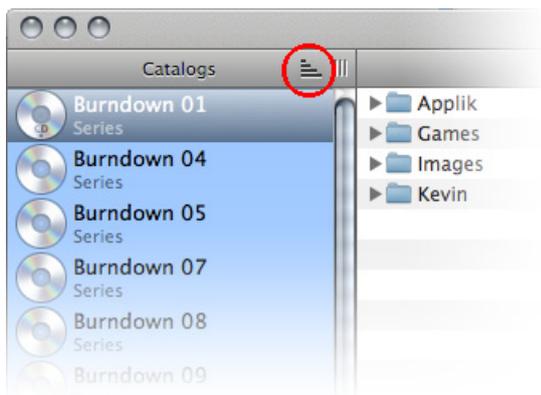
33. The *Info* tab serves several purposes: providing you with various informations about the catalog, allowing you to change its name, media type (which is normally automatically detected by DiskLibrary on creation) and adding an information called *Location* (that is, *the location of the volume in real world*).
34. The *Details* tab allows you to assign the catalog a predefined category (see point 4 below) from a drop-down list and to add a free comment specific to this catalog.

#### 4. Manage categories

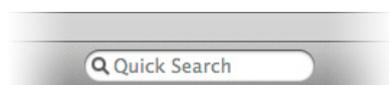
41. In the menus, select *DiskLibrary > Preferences...*
42. Click the *Categories* tab.
43. The + and – buttons at the bottom of the window can be used to add or remove categories. Each catalog from the library can belong to one of these categories (see point 34).

#### 5. Good to know

51. You can specify which folder is to be used to save catalog data. In the menus, select *DiskLibrary > Preferences...* and click the *General* tab; here, click the *Store all data in* drop-down list and select *Other...*  
Note: the warning which appears reminds you about the fact that DiskLibrary will not copy the present library to the new location. Rather, it'll create a new, blank library in the selected folder. If a library already exists there, it'll load it up and display it instead of the present one.
52. You can export libraries using the *File > Export all catalogs...* and *File > Export selected catalogs...* features from the menus.  
Note: thumbnails will not be exported.
53. You can import/merge libraries using the *File > Import...* feature from the menus.  
Note: thumbnails will not be imported.
54. In the main window's left column, in the *Catalogs* bar, the horizontal histogram-shaped button can be used to modify the sorting criterion of catalogs.



55. In the main window's bottom bar, you can find the quick search field; any name entered here will be searched throughout the whole library.



56. For a more sophisticated search, use *Edit > Find* from the menus; in the box which subsequently appears, each line defines a search criterion using the shape of a drop-down list. The + and – buttons at the top can be used to add or remove criteria. When all criteria are set, click OK to launch the search.