

## Easy Disk Catalog Maker Overview

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The User guide

## **Easy Disk Catalog Maker Overview**

Easy Disk Catalog Maker is a professional application designed to catalog the data on your disks, thus offering you a better way to organize it.

Easy Disk Catalog Maker allows you to catalog music, documents, games into categories for easier access. The advanced search feature enables you to quickly locate items.

## Getting Started

This section contains information on how to install, configure and register your copy of Easy Disk Catalog Maker. You will also learn its main features and functions.

## Quick Overview

This section contains a quick overview of Easy Disk Catalog Maker software, lists system requirements and credits.

## **About Easy Disk Catalog Maker**

Easy Disk Catalog Maker is a professional application designed to catalog the data on your disks, thus offering you a better way to organize it.

Easy Disk Catalog Maker allows you to catalog disks with different contents like music, games, application etc. You can assign them to different categories and locations for easier access. The advanced search feature enables you to quickly locate items.

## System Requirements

Easy Disk Catalog Maker has the following minimum system requirements:

- **Hardware:** 1GHz CPU, 512 MB RAM, 150 MB of free space on HDD
- **OS:** MS Windows XP / 2003 / Vista / 7 / 8 / 8.1/ 10/ 11
- .NET Framework 4.5.2 or above

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## Contact

### **Product website**

Additional information and the contact link are available on the Easy Disk Catalog Maker website: <http://rbsoft.org/downloads/easy-disk-catalog-maker>

### **E-mail**

Easy Disk Catalog Maker Support: <http://rbsoft.uservoice.com>

## Installation

Please follow these instructions to install Easy Disk Catalog Maker on your PC:

1. Download the latest installer from the Easy Disk Catalog Maker website: <http://rbsoft.org/downloads/easy-disk-catalog-maker> and save it to your computer.
2. Run **Easy Disk Catalog Maker Setup.exe** and follow the instructions.
3. Run Easy Disk Catalog Maker once the installation is finished.

By default, Easy Disk Catalog Maker is installed to **C:\Program Files\RBSoft\Easy Disk Catalog Maker**.

**Note:** On Windows 7 or above you might be required to run the **Easy Disk Catalog Maker Setup.exe** as the Administrator.

## Full Version Advantages

### **Trial limitations**

The free demo mode allows you to create catalog of only 10 disks. So you may try all the capabilities of Easy Disk Catalog Maker for free.

### **Licensing model**

Easy Disk Catalog Maker is licensed under a per-user model. You can use this application on any number of computers. There are no support or annual fees.

All minor and major updates are free.

## Registration & Updating

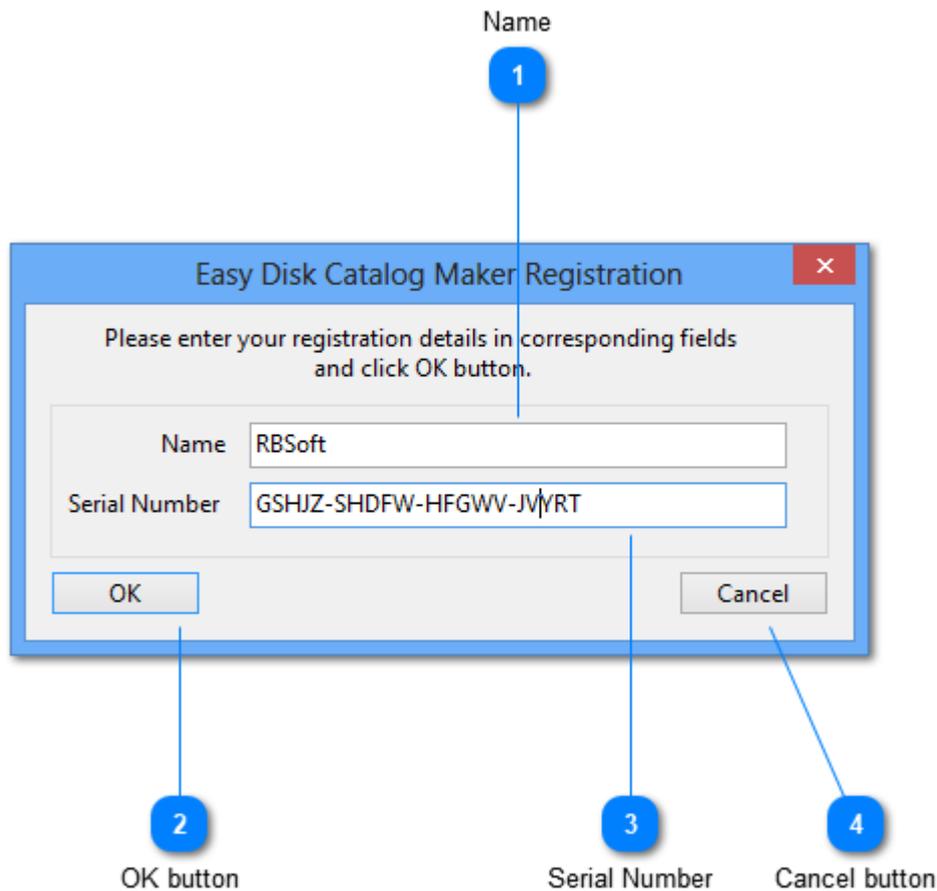
Easy Disk Catalog Maker is licensed under a per-user model. To proceed to the order form, just select Buy Now on our website and pay by any method convenient for you. You will receive a confirmation message with your license key.

Once you have received your license key, please enter it in the [Registration Dialog](#).

To update your version of Easy Disk Catalog Maker, download it from <http://rbsoft.org/downloads/easy-disk-catalog-maker> and run the **Easy Disk Catalog Maker Setup.exe** file as described in the [Installation](#) section. You do not need to uninstall the previous version of the software.

## Registration window

To be able to register your copy of Easy Disk Catalog Maker, go to **Registration** menu and click **Registration**. The application will display the **Registration** dialog, where you must provide your registration details to complete the registration process. After you complete the registration, you will switch to the [licensed mode](#).



1 **Name**

Specify your full name in the **Name:** input field. It should be the same name that you have provided in the order form.

2 **OK button**

Click the **OK** button to submit the registration information.

3 **Serial Number**

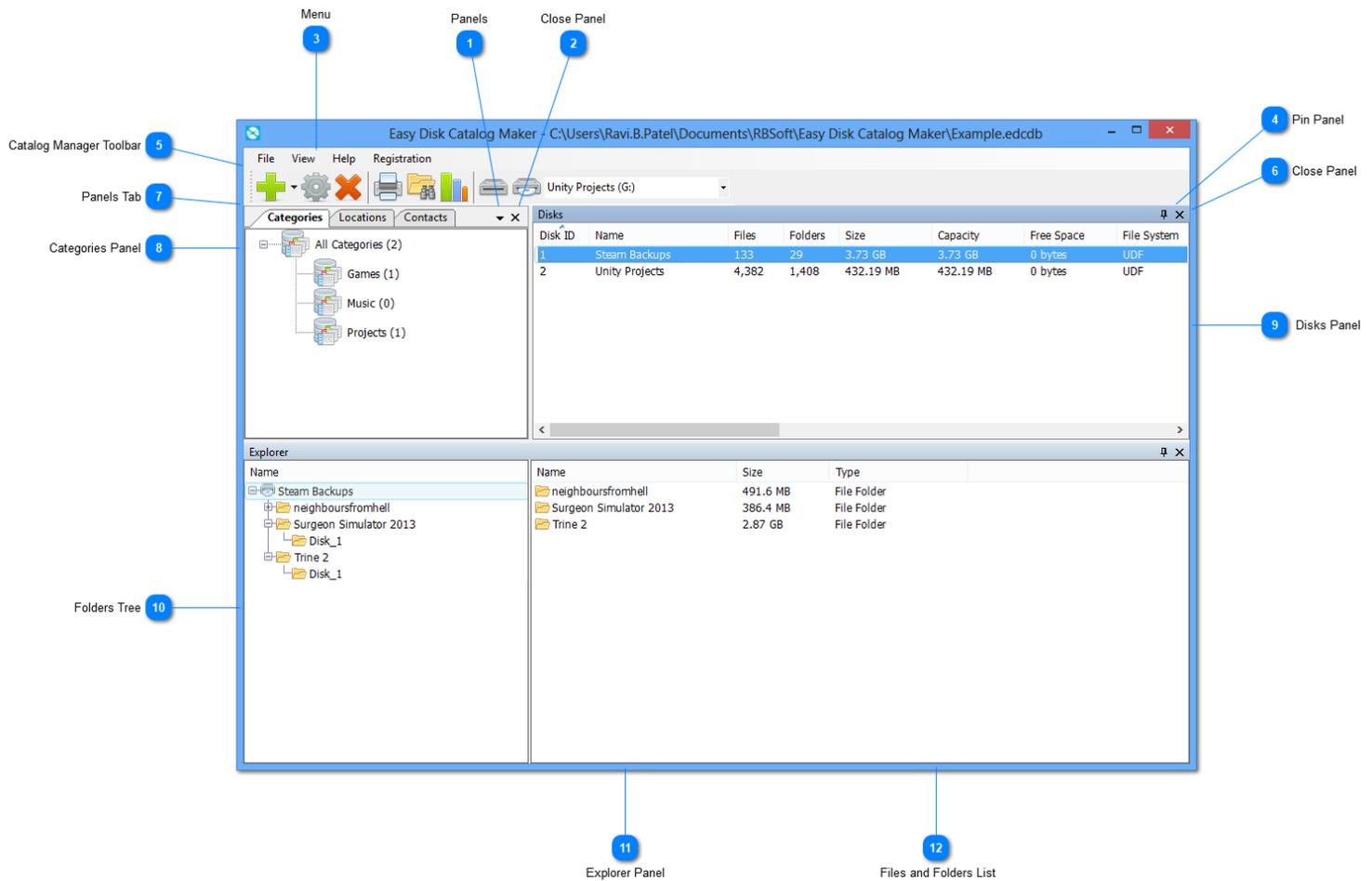
Copy and paste your license key in this field.

4 **Cancel button**

Click this button to discard the changes and close the dialog.

## Application Main Window

The main window of Easy Disk Catalog Maker allows you to manage your catalog structure. In this window, you may create new catalogs, add new disks to catalog and manage application options and catalog settings.



### 1 Panels



You can access hidden panels using this dropdown button.

### 2 Close Panel



You can close currently open panel using this button.

### 3 Menu



You can manage panels, manage different catalogs, see help file or register the application using this menu.

### 4 Pin Panel



Pin button allows you to permanently pin the panel in place or unpin it. See [Customizing Application Layout](#) for more information.

## 5 Catalog Manager Toolbar



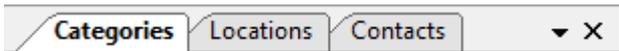
Easy Disk Catalog Maker's [catalog manager toolbar](#) provides quick access to the key functions of Easy Disk Catalog Maker.

## 6 Close Panel



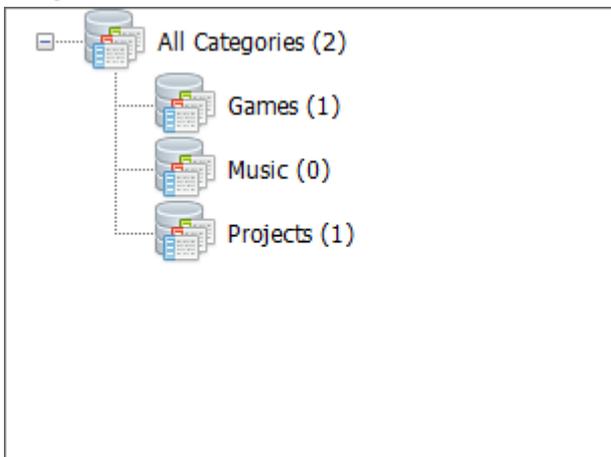
Close button allows you to close the panel.

## 7 Panels Tab



Tab control allows you to easily switch between different Panels. You can use this tab control to switch between different Panels.

## 8 Categories Panel



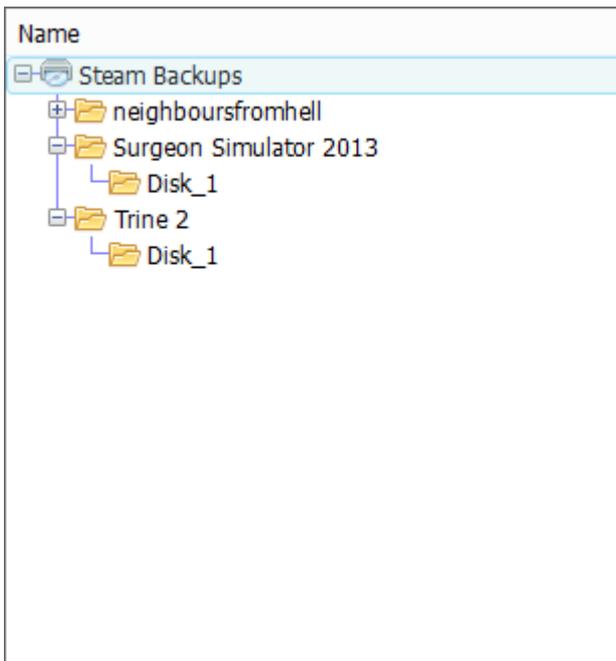
Tree view displays the structure of your Categories and allows you to quickly navigate through the categories. Use the pop-up menu to add new categories to your catalog, rename or delete specific category. See [Managing categories and locations](#) for more Information.

## 9 Disks Panel

Disk ID	Name	Files	Folders	Size	Capacity	Free Space	File System
1	Steam Backups	133	29	3.73 GB	3.73 GB	0 bytes	UDF
2	Unity Projects	4,382	1,408	432.19 MB	432.19 MB	0 bytes	UDF

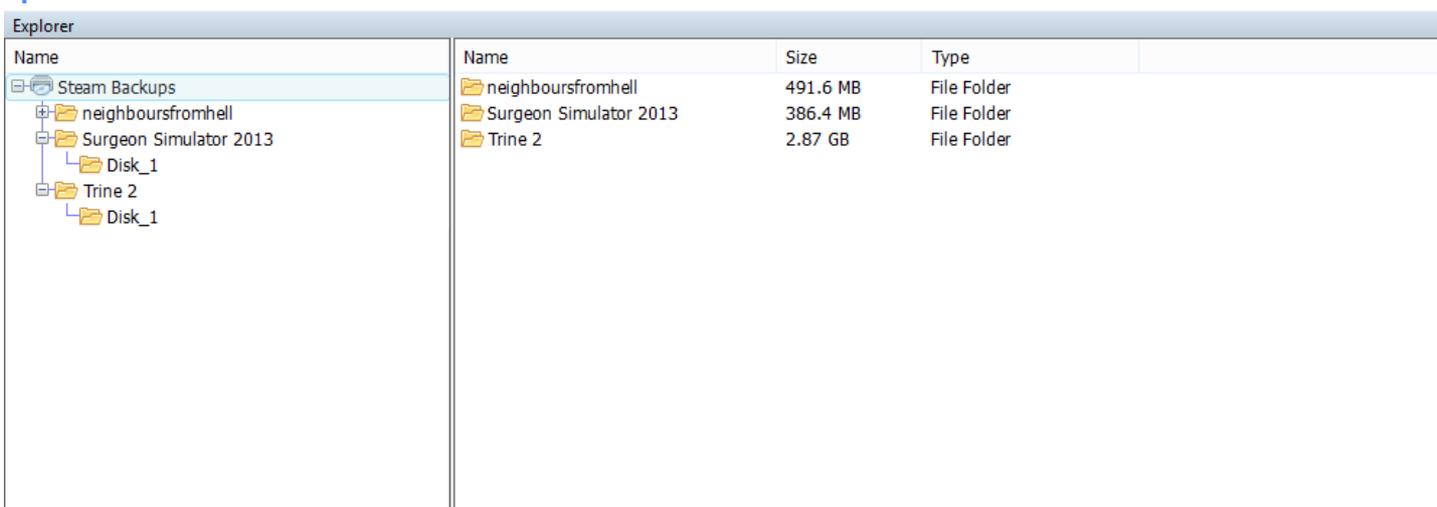
Lists all the disks currently in the catalog. You can filter the list by categories, locations and contacts by selecting them.

## 10 Folders Tree



Folder Tree displays the structure of your Folders and Archives and allows you to quickly navigate through the Folders and Archive files. Use the pop-up menu to rename folders or see properties of folders.

## 11 Explorer Panel



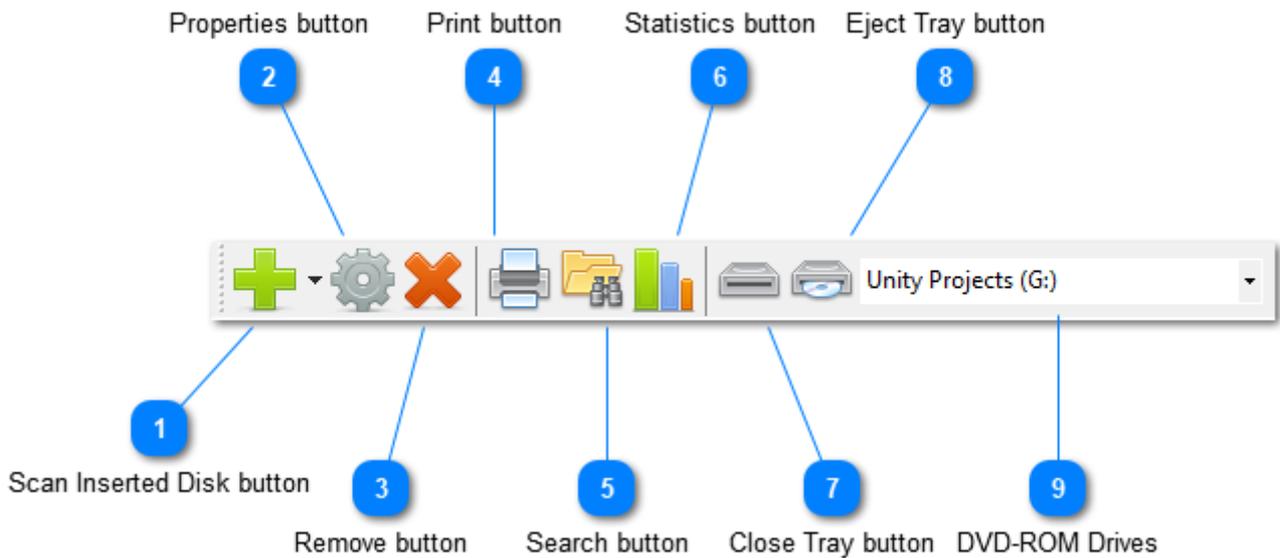
Explorer Panel shows all the contents present in selected disk. See [Exploring contents of disk](#) for more information.

## 12 Files and Folders List

Name	Size	Type
 neighboursfromhell	491.6 MB	File Folder
 Surgeon Simulator 2013	386.4 MB	File Folder
 Trine 2	2.87 GB	File Folder

Files and Folders list shows all the files and folders present in selected folder. Use the pop-up menu to rename folders or see properties of files and folders.

## Catalog Manager Toolbar



### 1 Scan Inserted Disk button



Click this button to scan new disk in the catalog. There are also several options present in the drop down menu. When you select one of the option from the drop down, that option will become the default behavior for the main button.

- Scan Disk : This option opens folder browser dialog where you can choose the disk drive location to scan.
- Scan Inserted Disk : This option automatically finds the inserted disk and start scanning it.
- Scan Repeatedly : This option lets you scan multiple disks repeatedly.

For more information see [Scanning new disks into catalog](#).

### 2 Properties button



Click this button to see properties of currently selected disk from the list.

### 3 Remove button



Click this button to remove the currently selected disk from the catalog.

### 4 Print button



Click this button to print the list of disks currently present in the catalog or file list from the disk.

### 5 Search button



Click this button to search the catalog for specific file or disk.

6

#### Statistics button



Click this button to see the statistics of catalog.

7

#### Close Tray button



Click this button to Close disk tray currently selected in DVD-ROM Drives combo box.

8

#### Eject Tray button



Click this button to Eject disk tray currently selected in DVD-ROM Drives combo box.

9

#### DVD-ROM Drives

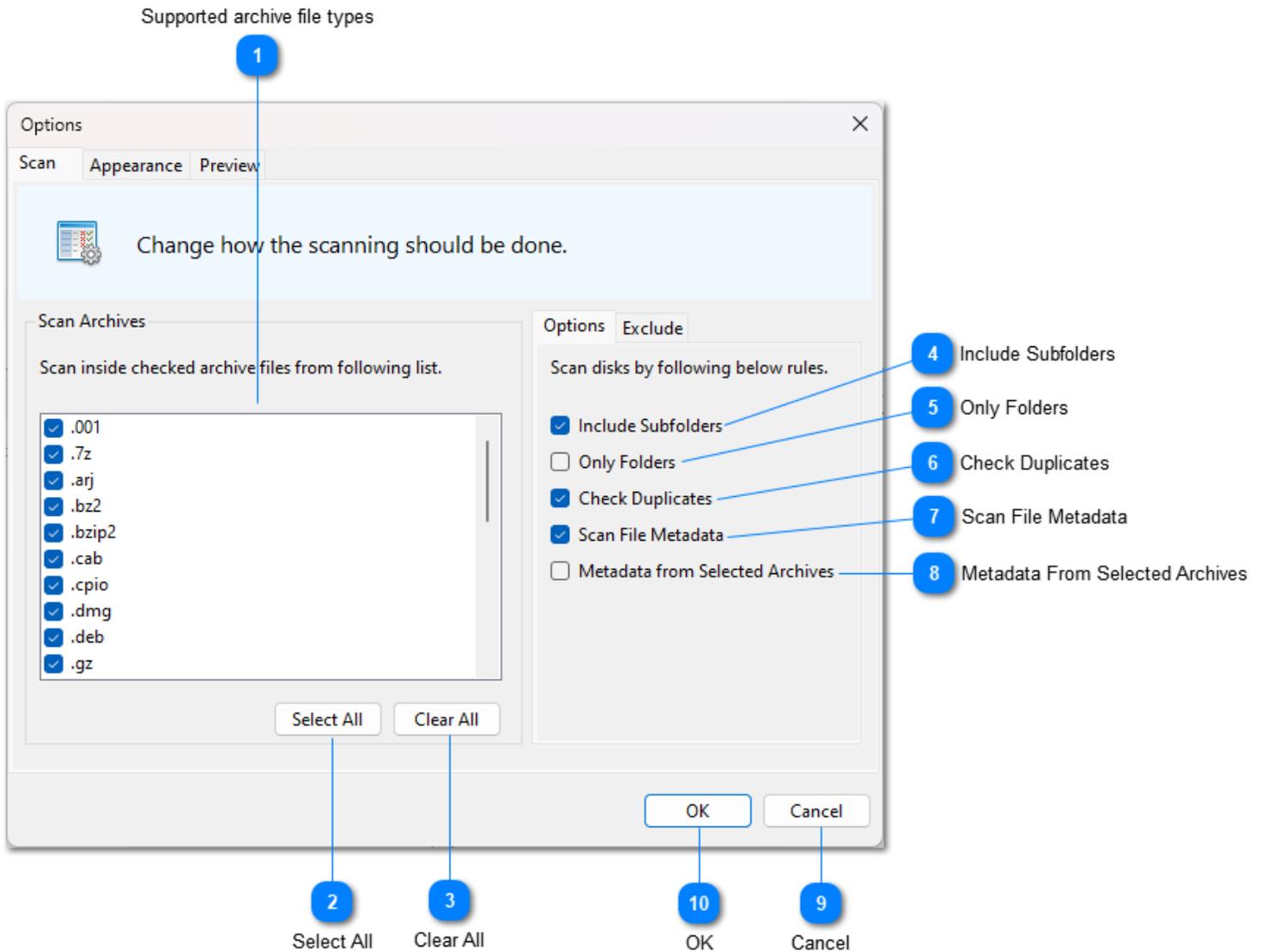


Shows all the DVD-ROM drives currently installed on PC.

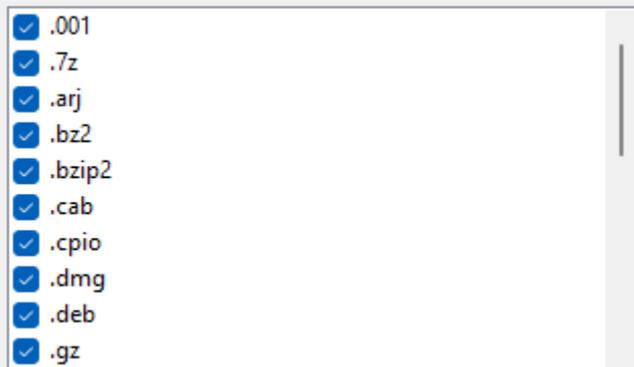
## Application Settings

This section contains details on application settings and how to change the scan behavior and appearance of the application.

## Scan Behavior Settings



### 1 Supported archive file types



Lists all the archive file types supported by Easy Disk Catalog Maker. Select file types you want to scan while scanning disks. Please note that scanning big archive files with lots of files in it can take some time.

### 2 Select All

Select All

Check all the archive file types checkboxes from the supported archive file types list.

### 3 Clear All

Clear All

Uncheck all the archive file types checkboxes in the supported archive file types list.

### 4 Include Subfolders

Include Subfolders

If you want to scan sub folder inside folder then check this option.

### 5 Only Folders

Check Duplicates

If you want to scan only folders and don't want to include the files then check this option.

### 6 Check Duplicates

Only Folders

If you want to check for duplicate disks while scanning new disk then check this option.

### 7 Scan File Metadata

Scan File Metadata

This option if checked look for metadata of audio, video and image files and save it into comments section of that file.

### 8 Metadata From Selected Archives

Metadata from Selected Archives

Allow scanning metadata from archive files you selected. This will significantly increase scan time and require free space on the drive where your temporary folder resides. It will extract a supported file from archive to get metadata and remove it afterward.

### 9 Cancel

Cancel

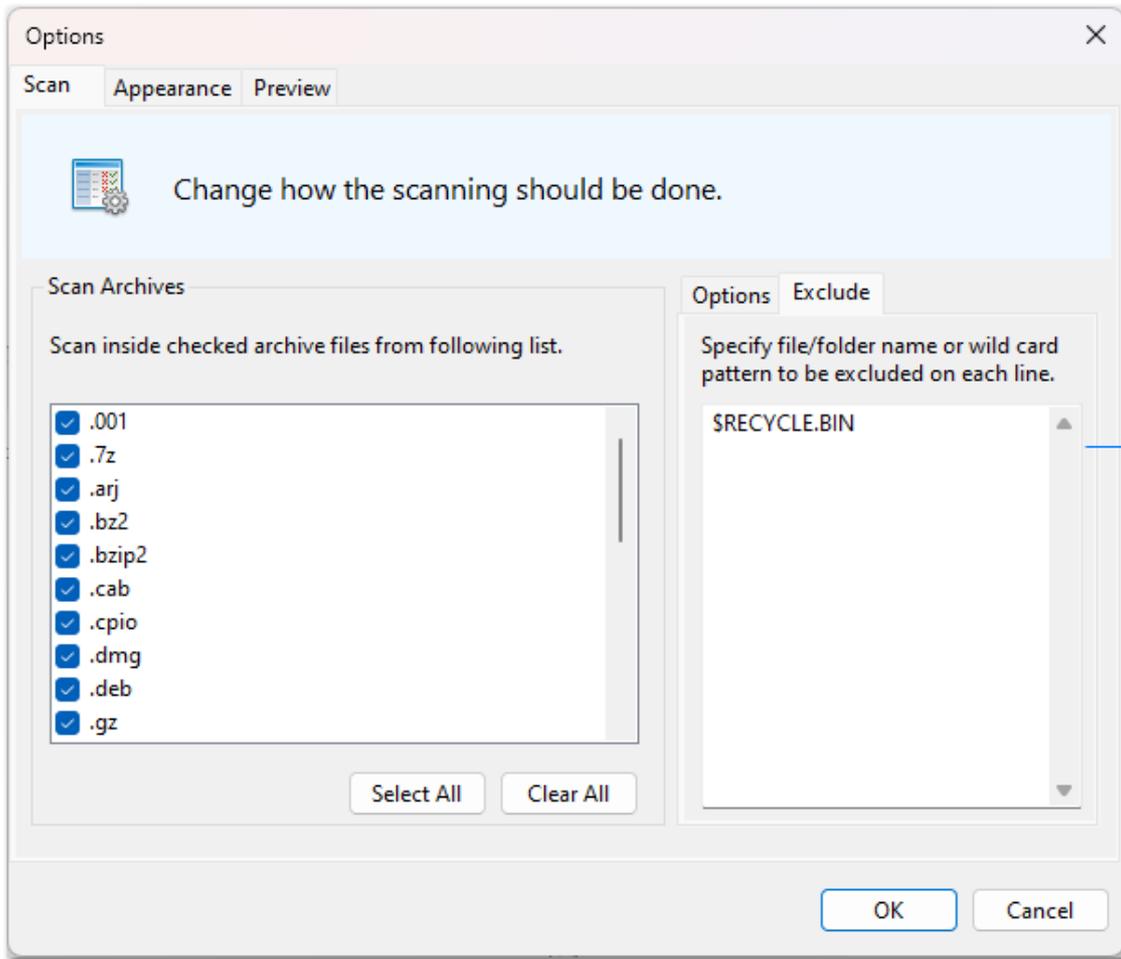
Cancels all the changes you made in settings window and closes it.

### 10 OK

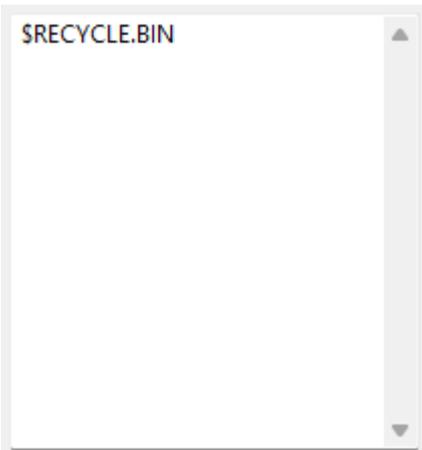
OK

Apply all the changes you made in settings window and closes it.

## Exclude From Scan

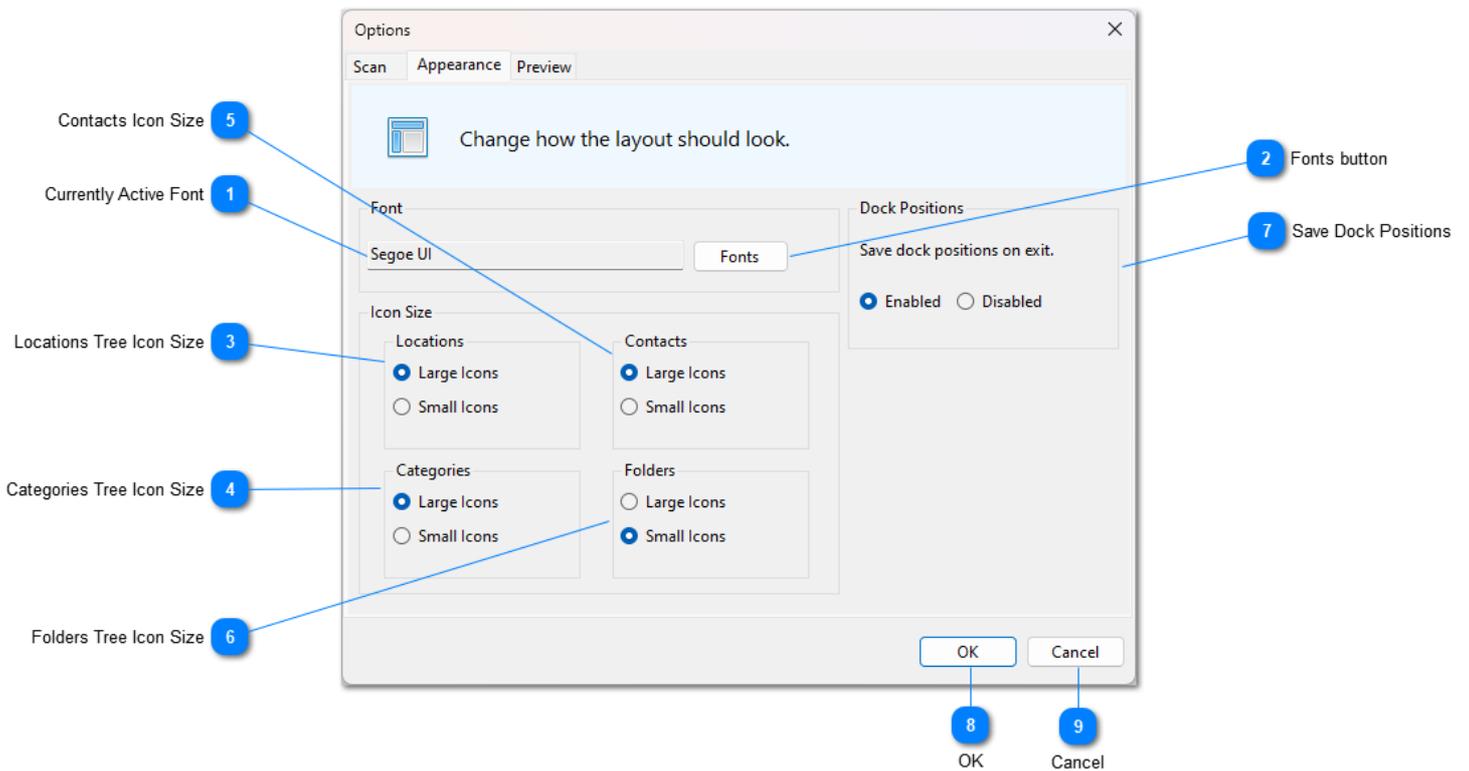


### 1 Exclude From Scan

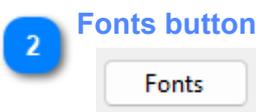


You can specify file/folder name or wild card pattern such as \*.txt on each line to prevent them from being scanned.

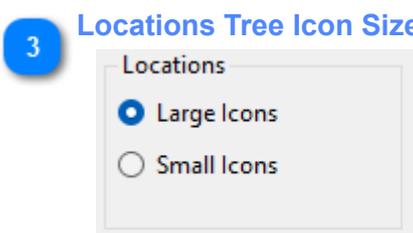
# Appearance Settings



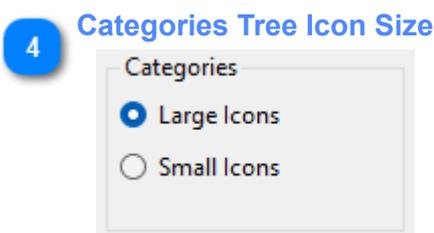
Shows the currently active font in Application.



Click this button to change the font used in Application.

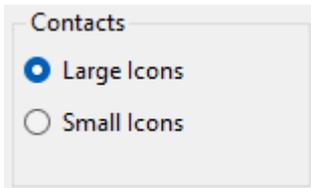


Changes the icon size of Locations tree.



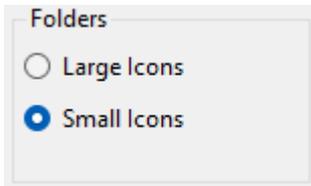
Changes the icon size of Categories tree.





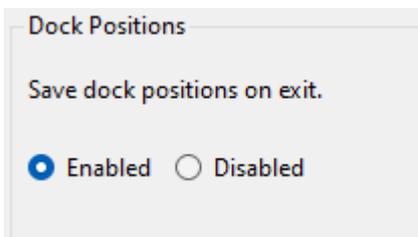
Changes the icon size of Contacts list.

#### 6 Folders Tree Icon Size



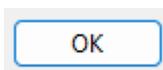
Changes the icon size of Folders tree inside Explore panel.

#### 7 Save Dock Positions



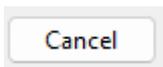
If you want to save the dock positions when you exit application then check Enabled otherwise check Disabled.

#### 8 OK



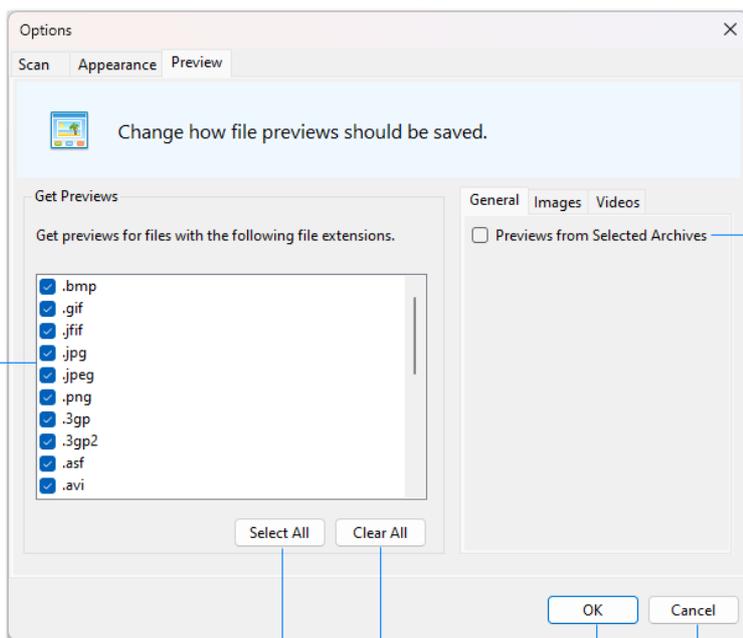
Apply all the changes you made in settings window and closes it.

#### 9 Cancel



Cancel all the changes you made in settings window and closes it.

## Preview Settings

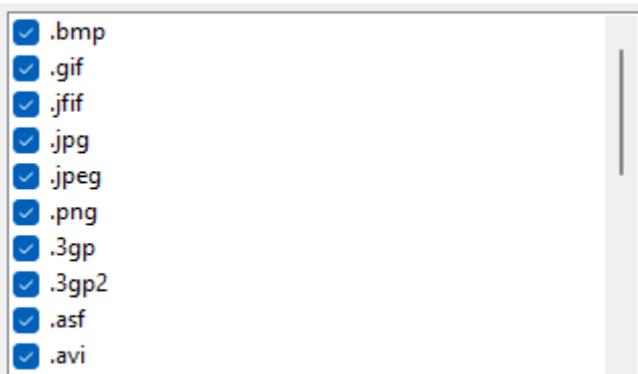


List of supported file extensions for preview

Select All Clear All

OK Cancel

### 1 List of supported file extensions for preview



Check file extension you want to get previews for while scanning. This will significantly increase scanning time but search performance won't be impacted.

### 2 Select All

Select All

Checks all file extensions in the list of supported file extensions for preview.

### 3 Clear All

Clear All

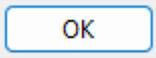
Uncheck all file extensions in the list of supported file extensions for preview.

### 4 Preview from Selected Archives

Preview from Selected Archives

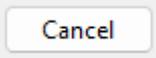
Allow getting previews from archive files you selected. This will significantly increase scan time and require free space on the drive where your temporary folder resides. It will extract file having selected file extension for preview to generate preview and remove it afterward.

5 **OK**



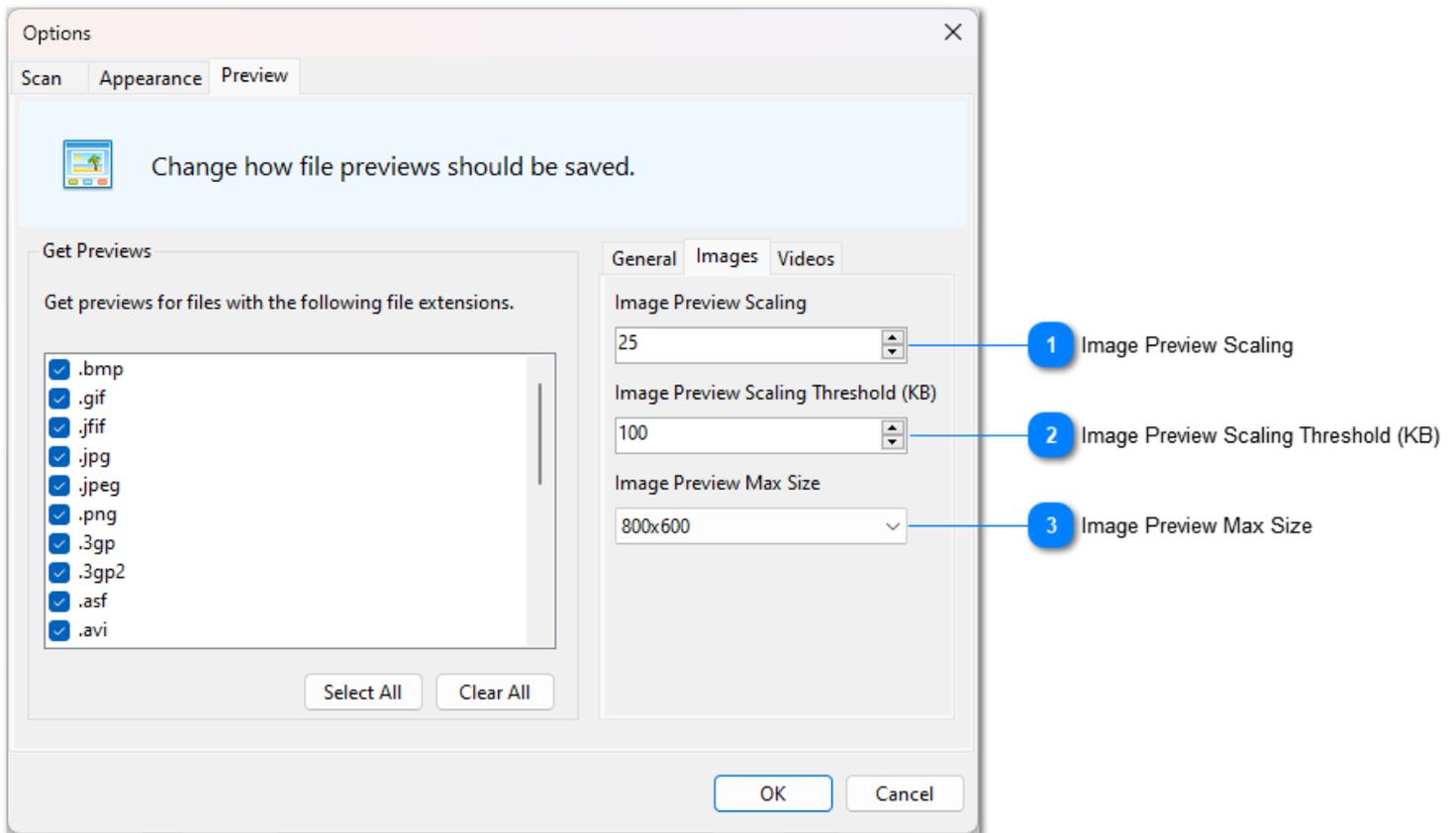
Apply all the changes you made in settings window and closes it.

6 **Cancel**



Cancel all the changes you made in settings window and closes it.

## Image Preview Settings



1

### Image Preview Scaling

Defines how much % image preview should scale compare to original image.

2

### Image Preview Scaling Threshold (KB)

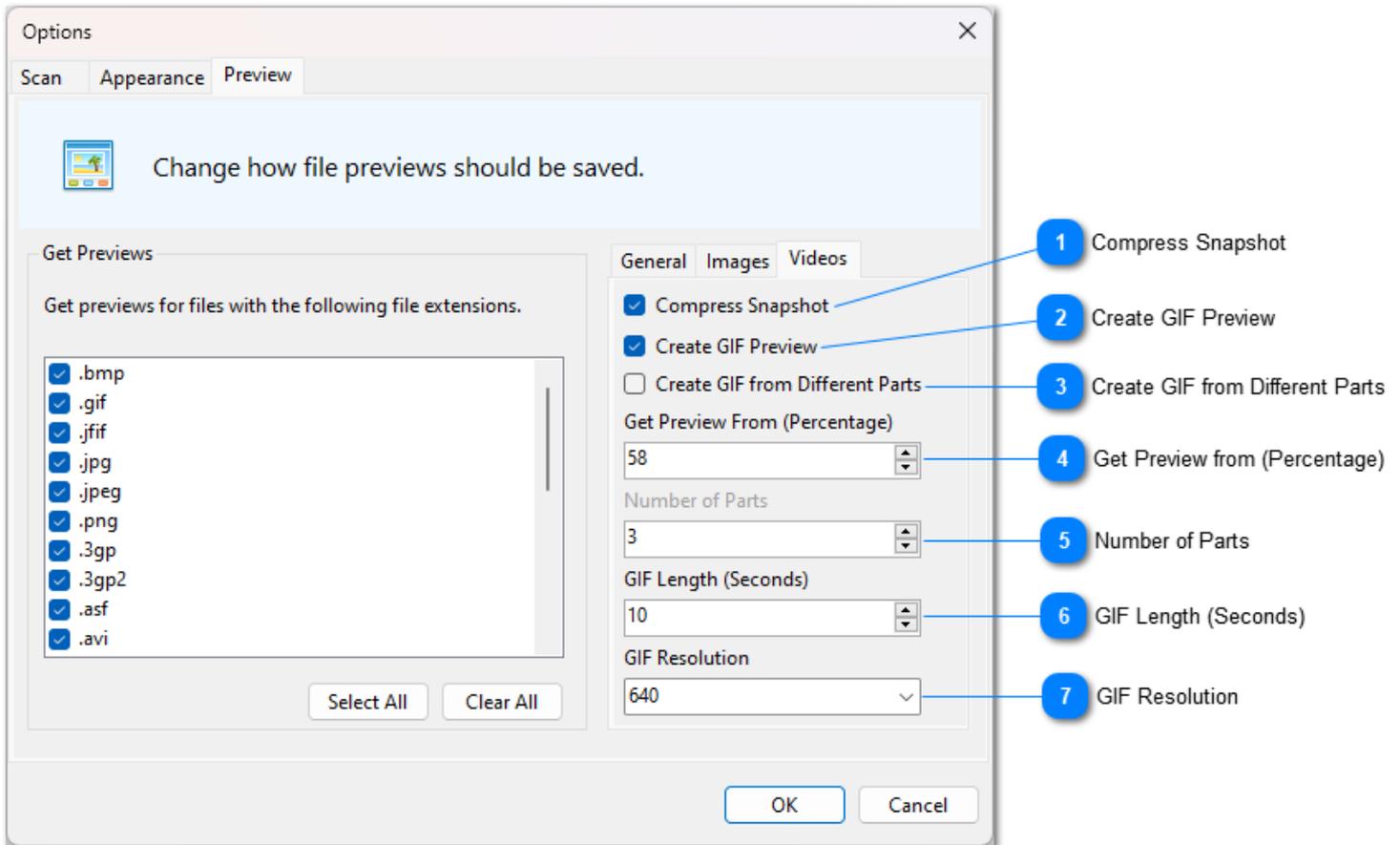
If image is over this size limit it will be scaled down as per "Image Preview Scaling" setting otherwise original image will be stored as preview.

3

### Image Preview Max Size

The application will scale the source image to create a preview image while avoiding going above the maximum size you set here.

## Video Preview Settings



### 1 Compress Snapshot

Compress Snapshot

If you check this option then it will compress snapshot taken from video according to "Image Preview Scaling" and "Image Preview Scaling Threshold" value.

### 2 Create GIF Preview

Create GIF Preview

Create GIF preview instead of taking snapshot of the video. If it is impossible to create a GIF from the video with your current settings then it will create a snapshot instead.

### 3 Create GIF from Different Parts

Create GIF from Different Parts

Instead of creating a GIF from a specific part of the video, create it from different parts to make it like a trailer of the movie. This will take significantly more time to create than a single part GIF.

### 4 Get Preview from (Percentage)

58

From which part of the video you want to create a snapshot or GIF. For example, if you keep it at 50% then it will create a GIF or snapshot preview from middle of the video.

### 5 Number of Parts

3

Number of parts to get a GIF from when "Create GIF from Different Parts" is enabled. It splits the duration of video evenly, create equal parts with specified "GIF Length" and merge those parts. The resulting GIF doesn't include opening and closing parts.

6

#### GIF Length (Seconds)

Duration of the GIF preview. When "Create GIF from Different Parts" is checked, each part will have a length defined here, so if you set "Number of Parts" to 5 and "GIF Length" to 10 then the resulting GIF will be 50 seconds long.

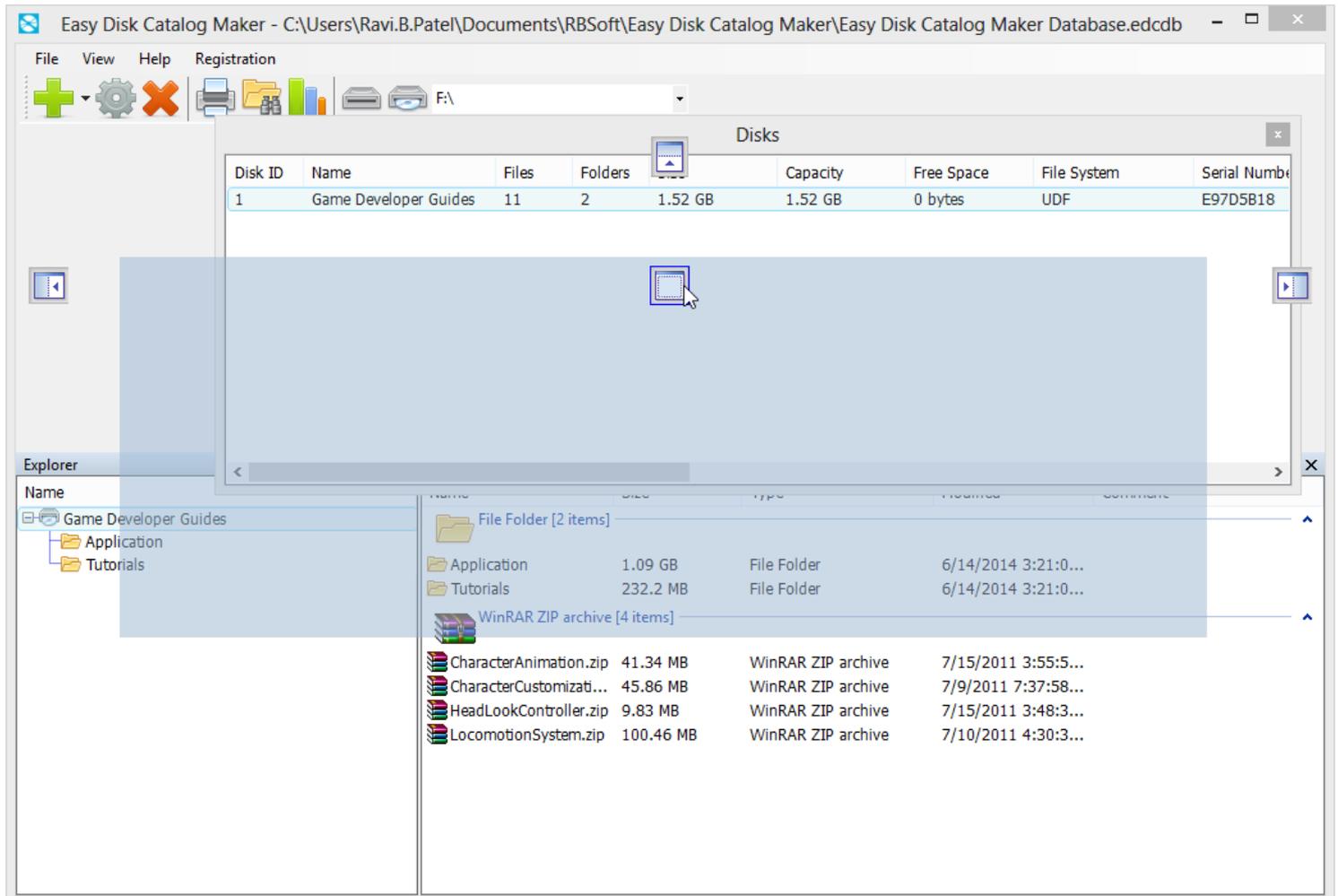
7

#### GIF Resolution

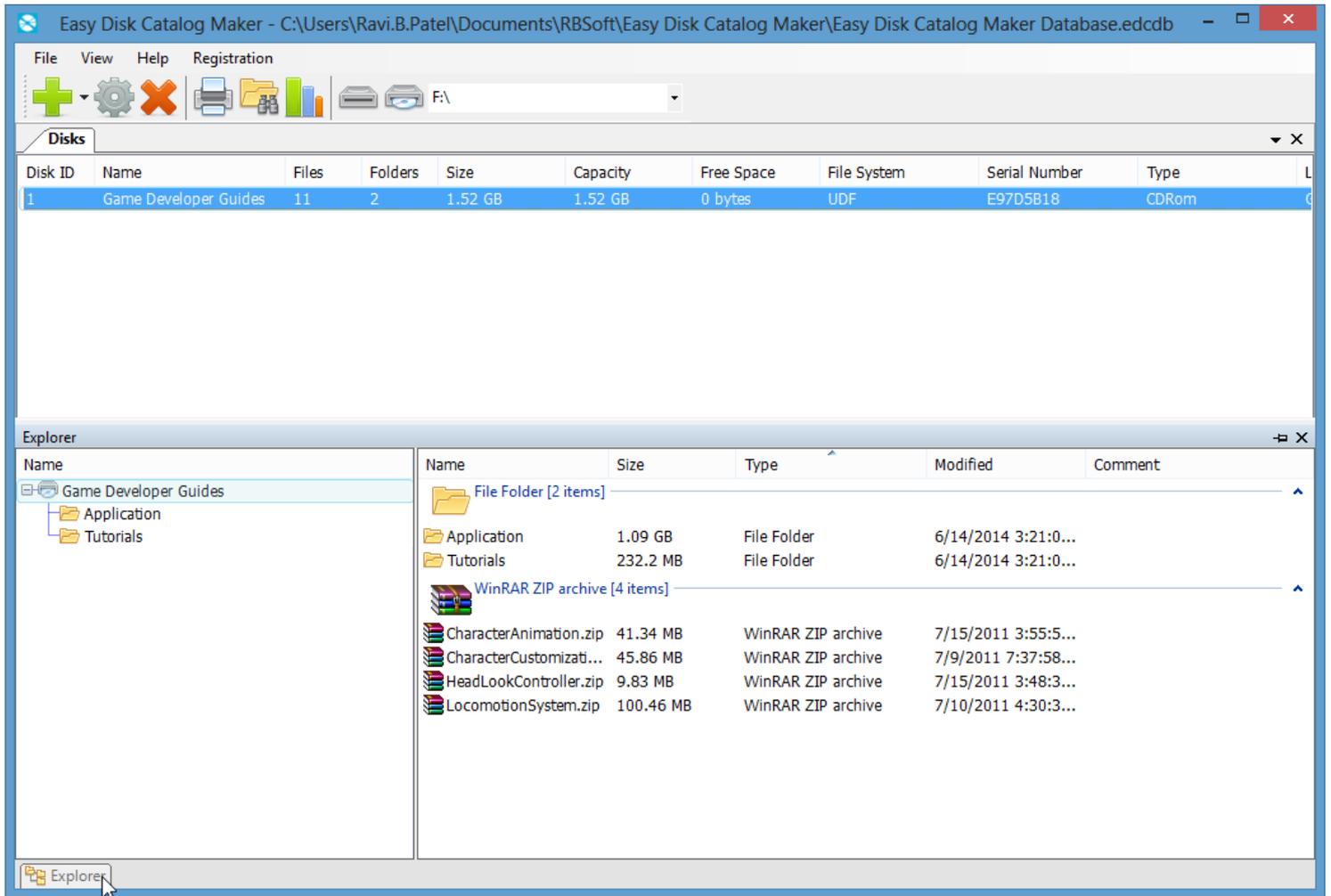
Width of the GIF preview.

## Customizing Application Layout

Easy Disk Catalog Maker comes with highly customizable application layout where you can dock individual panels as you want. To do that just grab the panel by holding left click on its title bar and you will see placement markers for panel, just drop the panel on any of the placement markers and panel will be docked to that location. You will see this functionality in following screenshot.



You can close panel using Close Panel button. You can unpin the panel using Pin Panel button. Unpinned panel will be hidden from view and visible as tab on sides. You can hover over the tab to see the hidden window as shown in following screenshot.



You can return to default layout by using Reset Layout option from View menu. You can also see closed panels by clicking on Panel you want to see inside Panes menu under View menu as shown in following screenshot.

Easy Disk Catalog Maker - C:\Users\ravi1\Documents\RBSOft\Easy Disk Catalog Maker\Promo.edcdb

File View Help

- Panes
  - Categories
  - Locations
  - Contacts
  - Disks
  - Explorer
- Show
  -
- Reset Layout
- Options
- Statistics

Disks

Disk ID	Label	Files	Folders	Size	Capacity	Free Space	File System	Serial Number	Type
1	Track	29	1	393.06 MB	111.3 GB	37.86 GB	NTFS	F4880A8E	Fixed
2	Plugins	2,162	136	27.46 MB	111.3 GB	56.97 GB	NTFS	F4880A8E	Fixed

Explorer

## Print List

In this section you will learn how to print file, folders or disks list in Easy Disk Catalog Maker. You can only print files and folders list if list is in Details view. By default files and folders list is in Details view. If your files and folders list doesn't set to Details view you will get empty print when you print the list.

The screenshot shows the 'Print' dialog box with the following components and callouts:

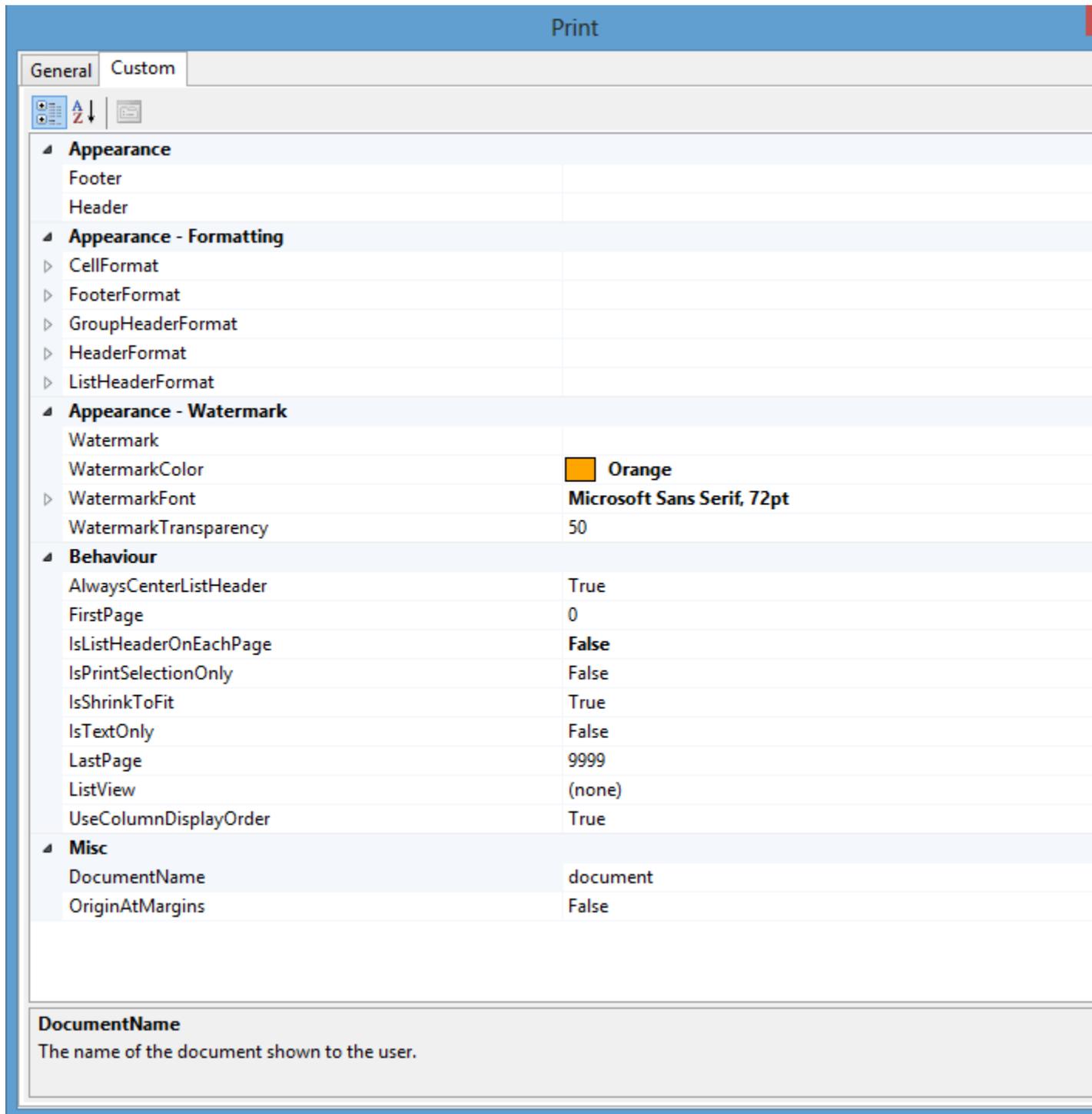
- 1 Style:** Points to the 'Style' radio buttons (Minimal, Modern, Over the top!, Custom).
- 2 Header:** Points to the 'Header' text field in the Settings section.
- 3 Footer:** Points to the 'Footer' text field in the Settings section.
- 4 Watermark:** Points to the 'Watermark' text field in the Settings section.
- 5 Page Setup:** Points to the 'Page Setup...' button.
- 6 Use grid lines:** Points to the 'Use grid lines' checkbox.
- 7 Print Preview:** Points to the 'Print Preview...' button.
- 8 Print only selection:** Points to the 'Print only selection' checkbox.
- 9 Print:** Points to the 'Print...' button.
- 10 Shrink to fit:** Points to the 'Shrink to fit' checkbox.
- 11 Print CSV:** Points to the 'Print CSV...' button.
- 12 List header on every page:** Points to the 'List header on every page' checkbox.
- 13 Refresh:** Points to the 'Refresh' button.
- 14 Magnification:** Points to the 'Magnification' radio buttons.
- 15 Print Preview Window:** Points to the preview area showing the 'Files List' table.
- 16 Pages:** Points to the 'Pages' dropdown menu.
- 17 List to Print:** Points to the 'List' dropdown menu.

Name	Size	Type	Modified	Cc
<b>File Folder [ 2 items ]</b>				
Application	1.09 GB	File Folder	6/14/2014 3:21:08 PM	
Tutorials	232.2 MB	File Folder	6/14/2014 3:21:08 PM	
<b>WinRAR ZIP archive [ 4 items ]</b>				
CharacterAnimation.zip	41.34 MB	WinRAR ZIP archive	7/15/2011 3:55:51 AM	
CharacterCustomization.zip	45.86 MB	WinRAR ZIP archive	7/9/2011 7:37:58 AM	
HeadLookController.zip	9.83 MB	WinRAR ZIP archive	7/15/2011 3:48:39 AM	
LocomotionSystem.zip	100.46 MB	WinRAR ZIP archive	7/10/2011 4:30:36 AM	

### 1 Style

Style:  Minimal  Modern  Over the top!  Custom

You can change the style of the list to print by selecting one of the radio boxes. Custom style allows you to define your style settings, which can be done using custom tab as shown in following screenshot.



## 2 Header

You can change Header text of the page by typing your header text in this textbox.

## 3 Footer

You can change Footer text of the page by typing your footer text in this textbox.

## 4 Watermark

You can print your company name or anything as your water mark by typing it in this textbox. Water mark text will be visible in printed pages in center of the page with some transparency.

#### 5 Page Setup

Page Setup...

You can change page size and orientation using this button.

#### 6 Use grid lines

Use grid lines

Check this option to keep the table grid lines visible otherwise uncheck it.

#### 7 Print Preview

Print Preview...

You can see bigger preview of page by clicking this button.

#### 8 Print only selection

Print only selection

Check this option to print only selected rows from the list.

#### 9 Print

Print...

Click this button when you are ready to print the pages.

#### 10 Shrink to fit

Shrink to fit

Check this option to fit all the columns in the the list in one page otherwise uncheck it.

#### 11 Print CSV

Print CSV...

Click this button to print CSV file of the selected list. You can open this type of file in Excel.

#### 12 List header on every page

List header on every page

Check this option to include header on every page otherwise uncheck it.

#### 13 Refresh

Refresh

Click this button to refresh the Print Preview Window after you change settings like Header, Footer and Watermark.

#### 14 Magnification

Magnification:

Auto

200%

100%

50%

Change the magnification value of Print Preview window.

**15** Print Preview Window

Name	Size	Type	Modified	Co
<b>File Folder [2 items]</b>				
Application	1.09 GB	File Folder	6/14/2014 3:21:08 PM	
Tutorials	232.2 MB	File Folder	6/14/2014 3:21:08 PM	
<b>WinRAR ZIP archive [4 items]</b>				
CharacterAnimation.zip	41.34 MB	WinRAR ZIP archive	7/15/2011 3:55:51 AM	
CharacterCustomization.zip	45.86 MB	WinRAR ZIP archive	7/9/2011 7:37:58 AM	
HeadLookController.zip	9.83 MB	WinRAR ZIP archive	7/15/2011 3:48:39 AM	
LocomotionSystem.zip	100.46 MB	WinRAR ZIP archive	7/10/2011 4:30:36 AM	

Shows current look and feel of the Page you are going to print.

**16** Pages

2

Change this value to show more or less pages in Print Preview Window.

**17** List to Print

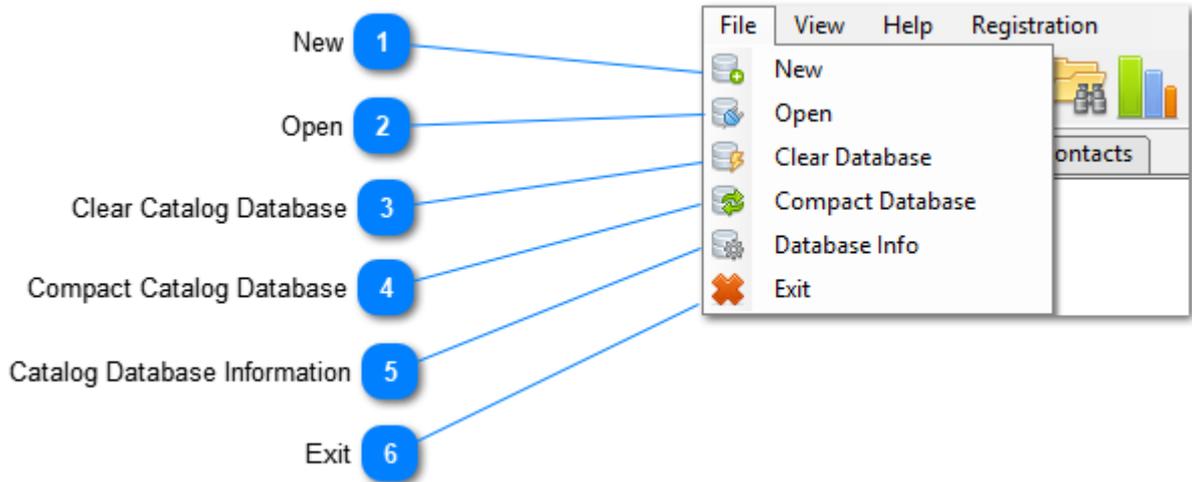
Files List

Select which list you want to print File and Folder List or Disks List.

## Creating Catalogs

This section contains quick tutorials to help you start working with Easy Disk Catalog Maker. It contains steps on creating new catalogs, opening catalogs, compacting catalog size, clearing catalog data and explains how to see status of catalog.

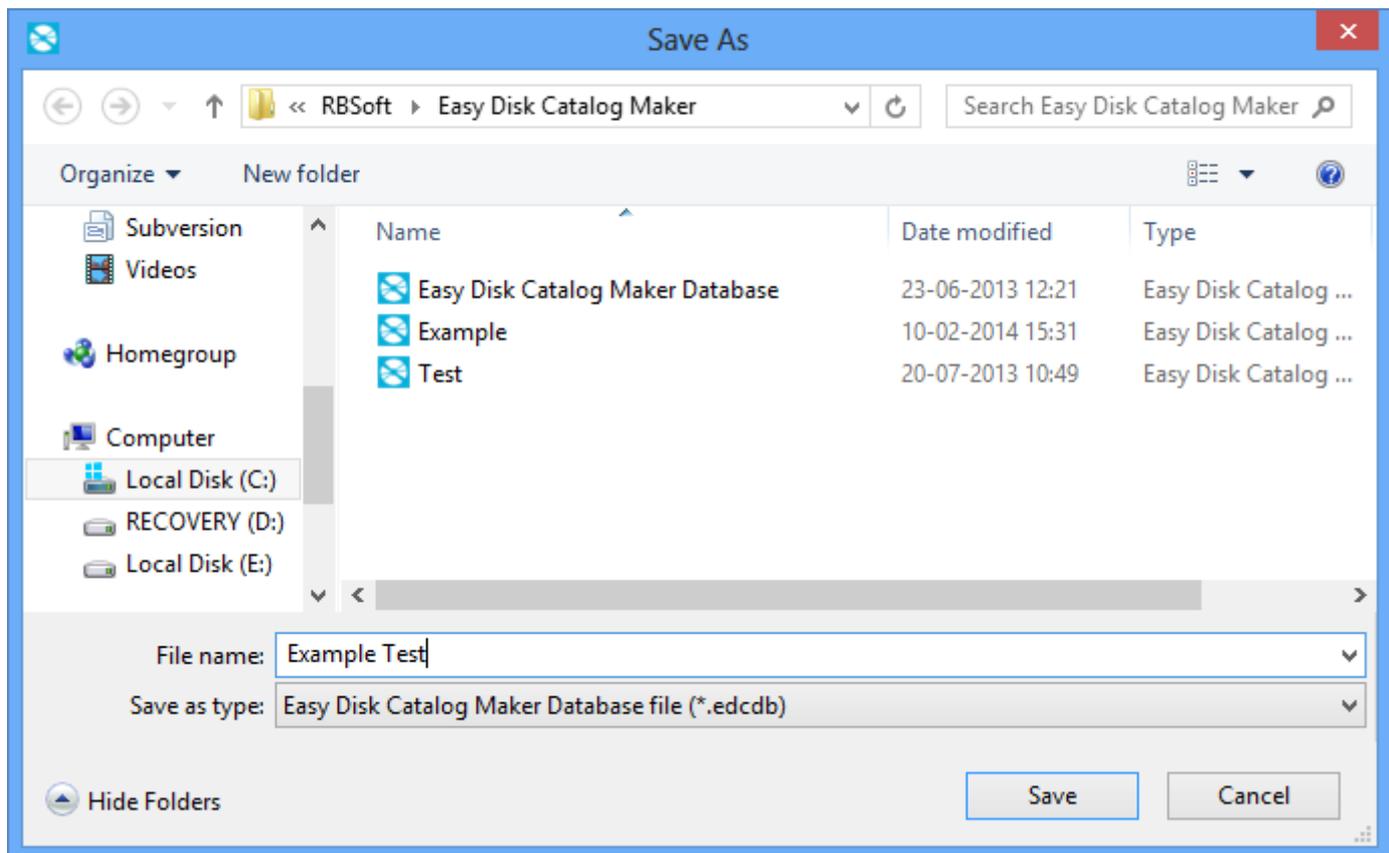
## File Menu



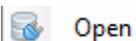
### 1 New



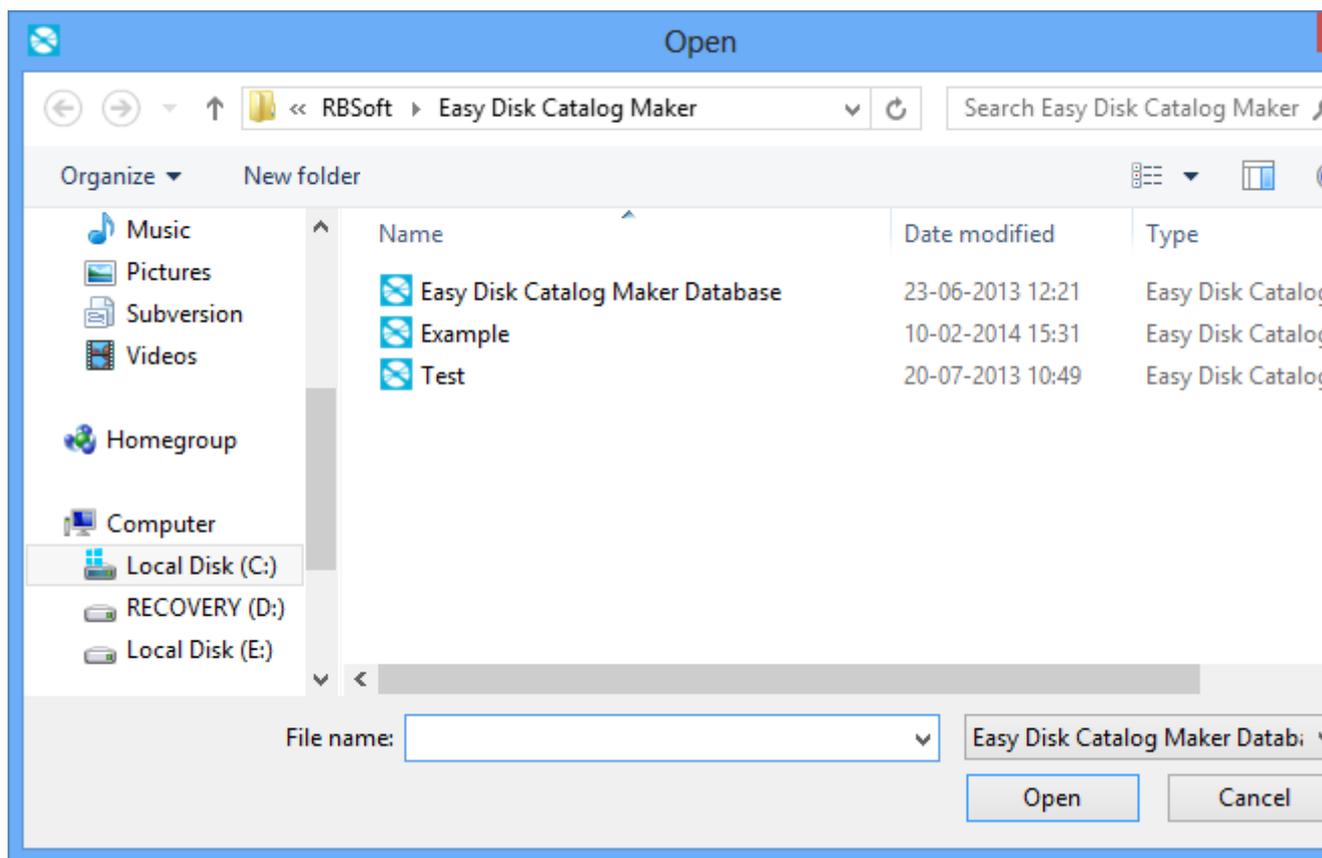
Click this option to start creating new catalog database. You will see following window when you click this option. Just browse for the location where you want to save new catalog database, give a name for the database file and click save to create new catalog database file at that location. Now every time you open Easy Disk Catalog Maker, it will open newly created catalog file. You can change that behavior by opening other database file.



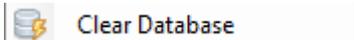
### 2 Open



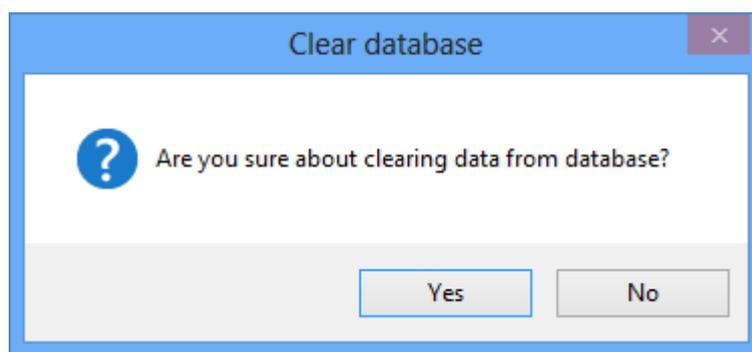
Click this option to open existing catalog database. When you use this option you will see following window. By the location of existing database you want to open and click the Open button to open that database. Currently open catalog database will close when you open another catalog database.



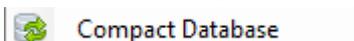
### 3 Clear Catalog Database



Click this option to clear all the data from catalog database. You will see following dialog when you click this option. Click Yes if you want to remove all data from catalog otherwise click No.

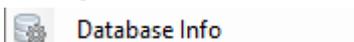


### 4 Compact Catalog Database

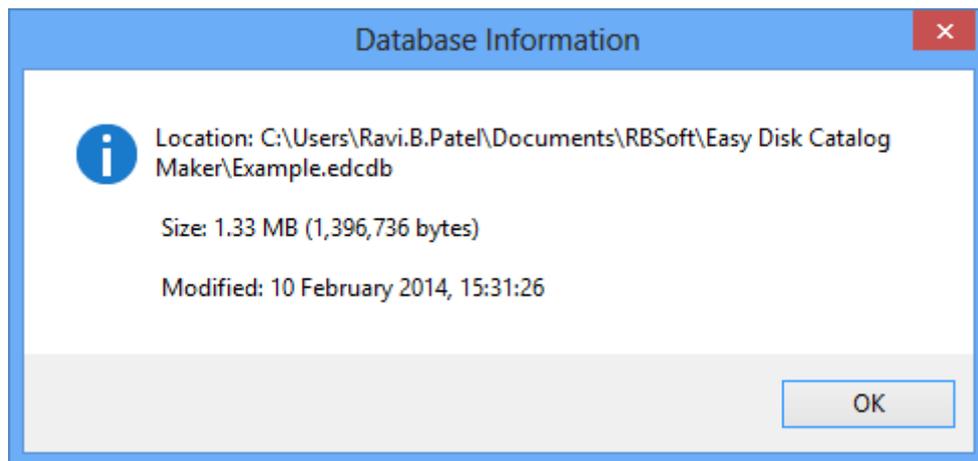


Click this option to reduce the size of the database. This option only reduces size of the database if you recently removed some data from catalog.

### 5 Catalog Database Information



Click this option to see below dialog that shows you the location of database file, size of the catalog database and date and time of last modification made to catalog. You can backup database file on secure location so you can restore the file in case of catastrophic failure.



6

Exit



Exit

Click this option to exit the application.

## Editing Catalog

In this chapter, you will learn how to edit content in your catalog:

- how to manage disks;
- how to edit comment text and name of disks, files and folders;
- how to manage categories, locations and contacts;
- how to remove files, folders and disks;

## Working With Disks

This section contains details about how to scan new disks in to catalog and how to manage them.

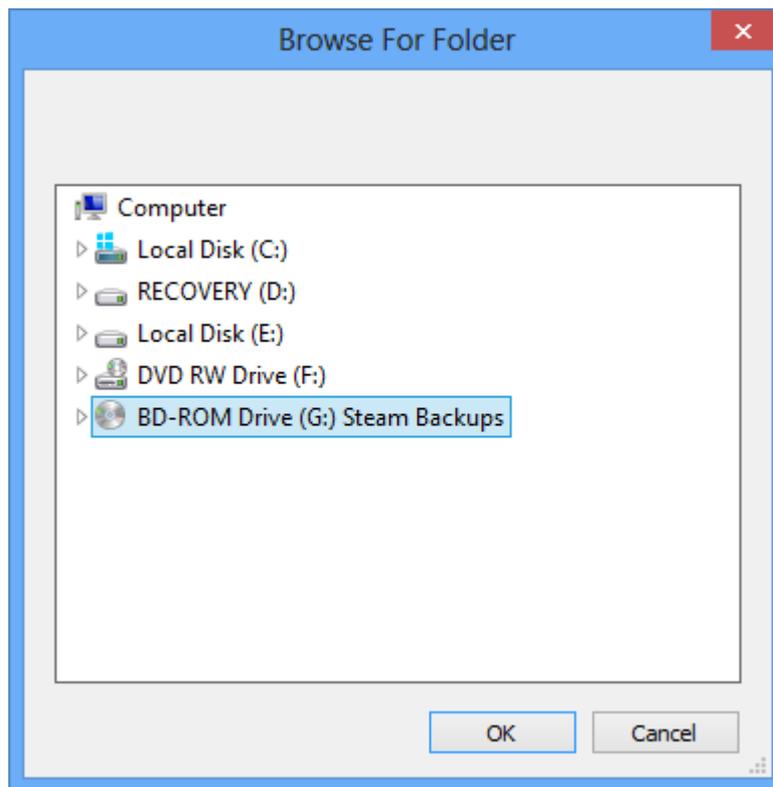
## Scanning New Disks Into Catalog

To create a new project, you can do one of the following:

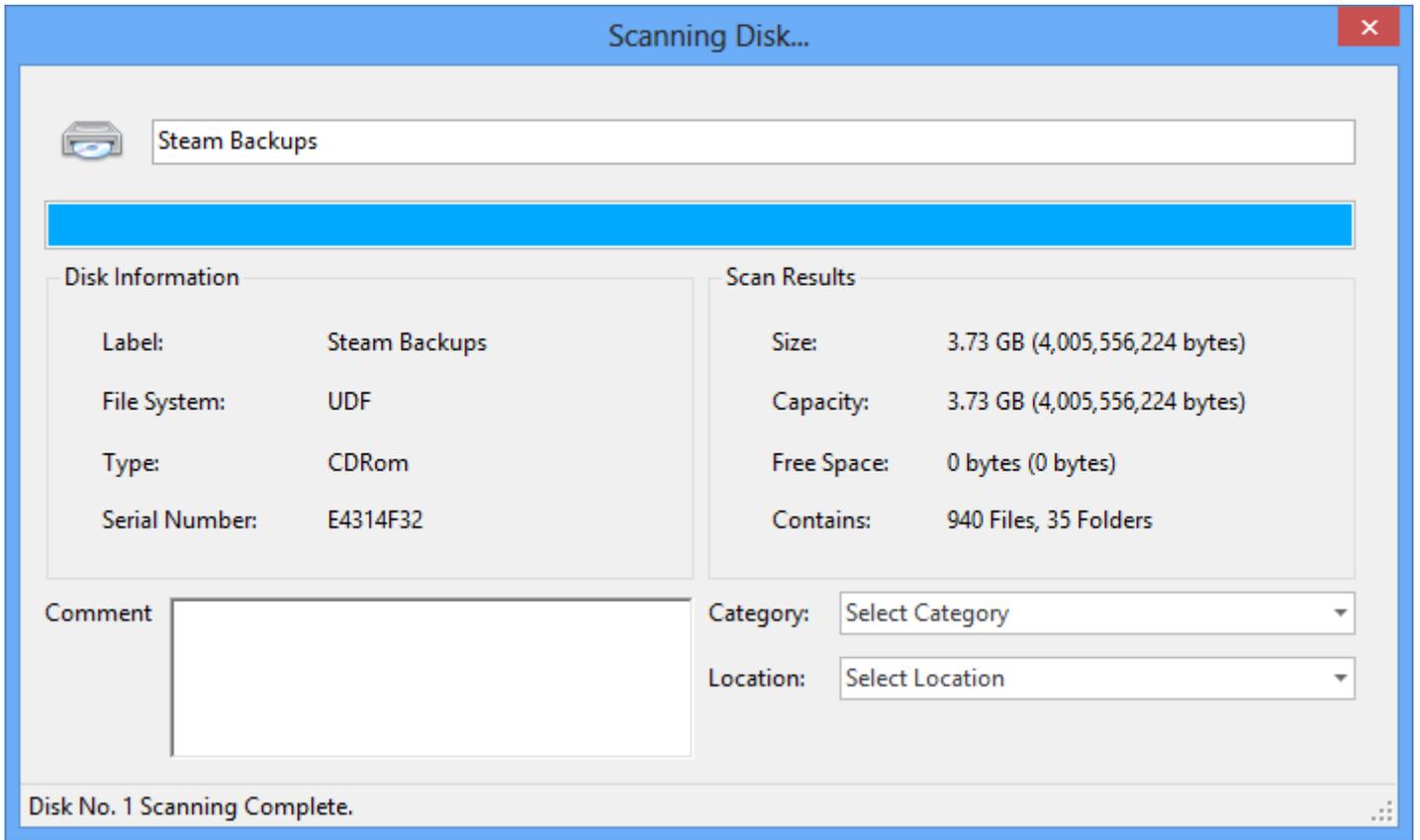


- click the  button;
- go to the dropdown menu of above button and select Scan Disk;
- select Scan Inserted Disk to scan the inserted disk directly;
- select Scan Repeatedly to scan multiple disks faster.

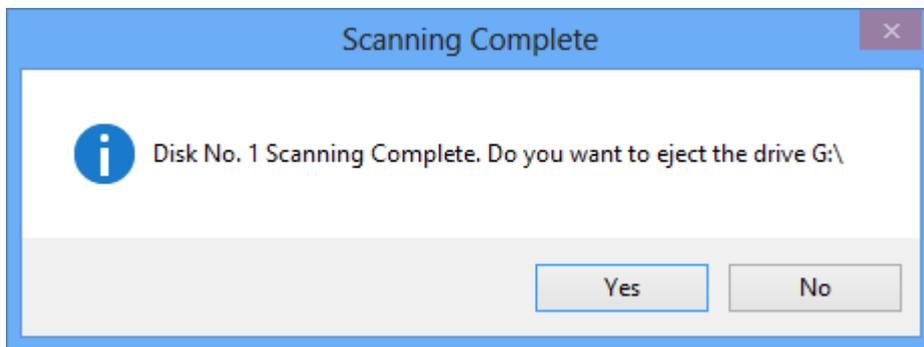
If you select Scan Disk or Scan Repeatedly, you will see following window. Select which drive you want to scan and click OK. You won't see below dialog if you selected Scan Inserted Disk option. When you select Scan Inserted Disk option, it will find inserted disk in your DVD drive and starts scanning it immediately.



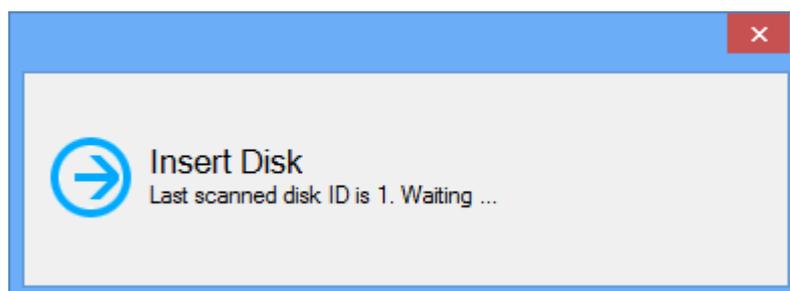
Then, you will see following window that shows the scanning progress.



After completion of scanning you will see following window. Choose Yes if you want to eject the disk from the drive otherwise click No. You can add comments to disk by typing it in Comment box. You can also select Category and Location of the disk from the dropdown tree view.



If you used Scan Repeatedly option to start the scanning progress then you won't see the above eject dialog and scan progress dialog will also automatically closes so you can't add comments or select category and location of disk in this mode. Scan Repeatedly option automatically ejects the disk and shows you the following window that shows the last scanned disk ID. When you insert new disk in the drive it will initiate the process of scanning and repeat the same process again and again until you stop the process using Close button on top right.

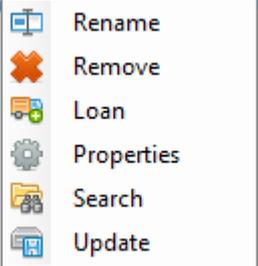


## Update Existing Disk

In this section you will learn how to update an existing disk. You can update an existing disk by following below steps.

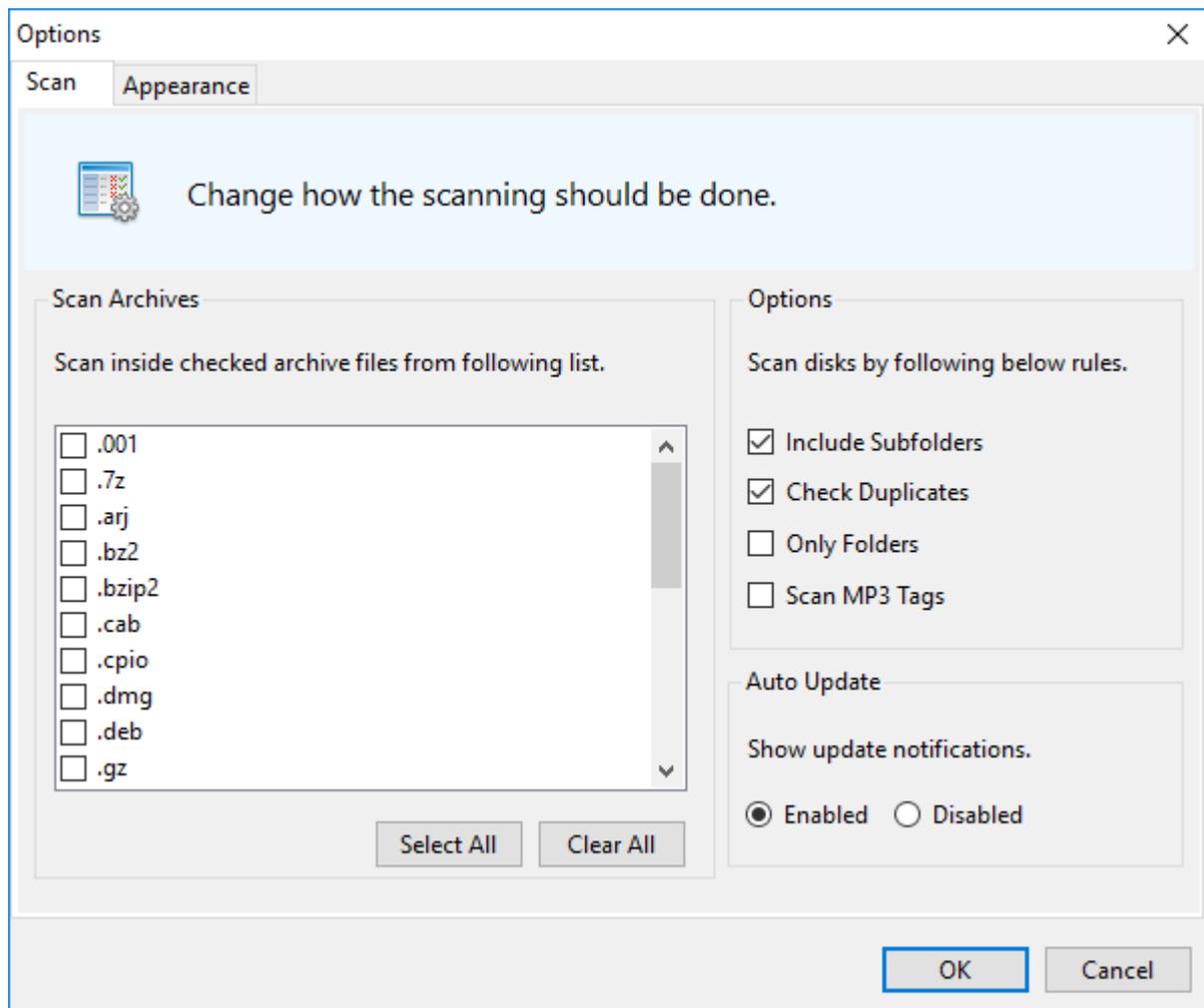
There are two ways to do this. You can rely on the internal duplicate disk check to update the disk or you can just right click the disk and select "Update" option to update the disk as shown below.

Disk ID	Name	Files	Folders	Size	Capacity	Free Space
1	Seagate Backup Plus Drive	14,871	5,065	1.74 TB	1.82 TB	84.34 GB

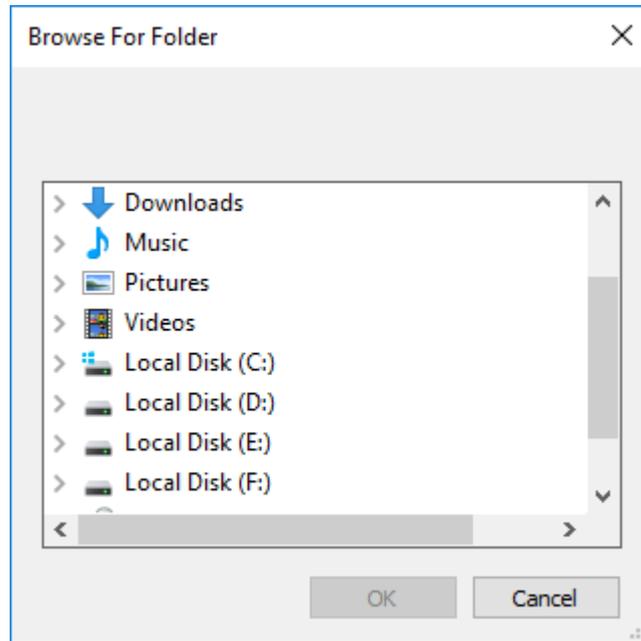


A context menu is displayed over the selected row of the table. The menu items are: Rename, Remove, Loan, Properties, Search, and Update. Each item is accompanied by a small icon representing its function.

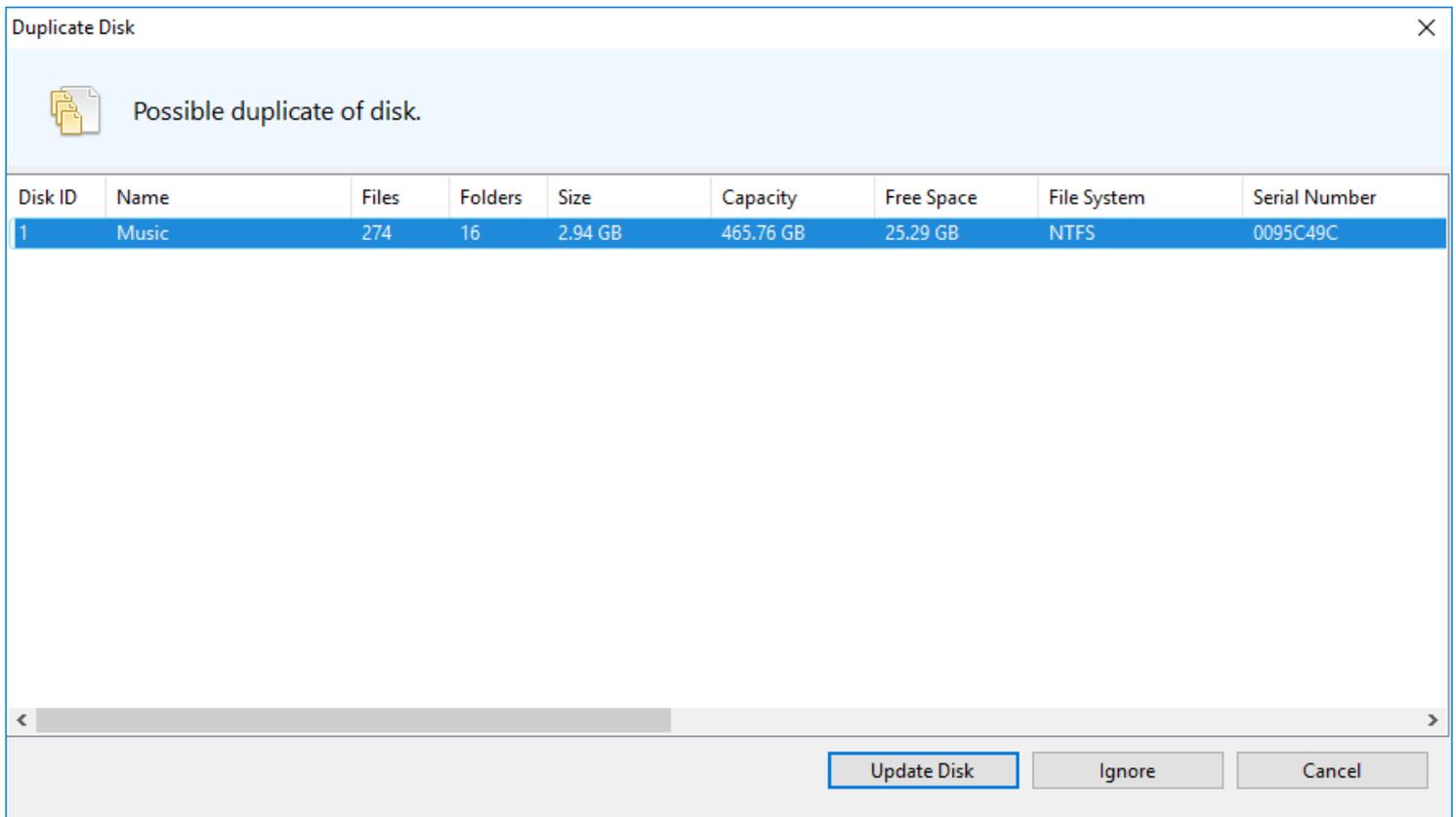
To update the disk without using the "Update" option just open the View menu and click on Options. You will see following window. Make sure **Check Duplicates** option is checked otherwise it won't work.



Updating an existing disk is similar process like adding a new disk. Open dropdown menu of this  button and select **Scan disk** option. You will see below window. Select the disk or folder you want to update and press **OK** button.



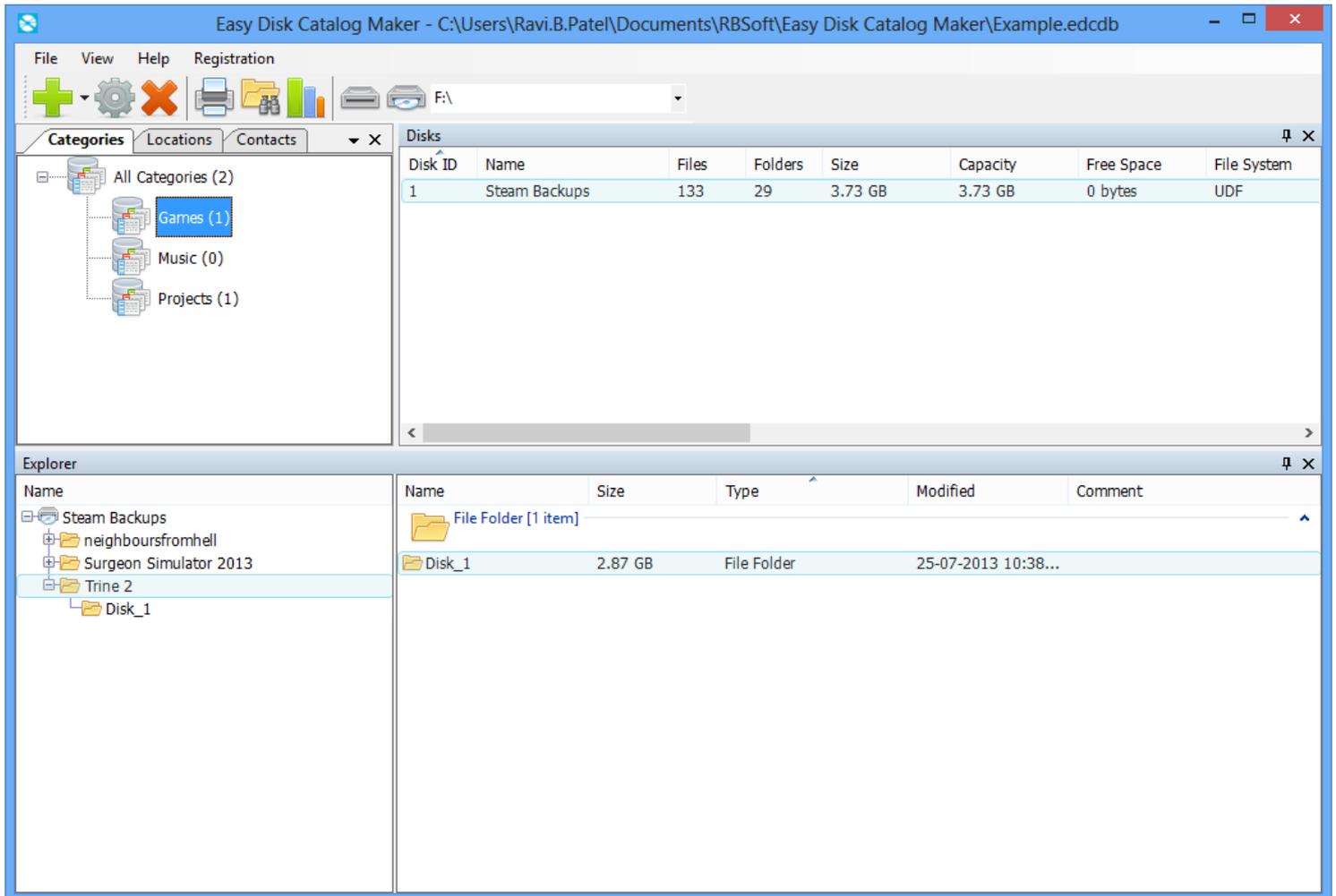
Now you will see below window after application completes the scan of the disk. You will see possible duplicates of the disk you are scanning. Just select the disk you want to update and press **Update Disk** button and your disk will be updated. If you press **Ignore** instead of update it will create a new disk.





## Exploring Contents of Disk

You can easily navigate through disks in specific category and location by selecting it. You can also navigate through disks loaned by a person by clicking her name from the Contacts list. For example if you want to see disks in the Games category you should click on Games as represented in below image. All the disks in the Games category should be visible in the Disks panel as seen in the following screenshot. You can browse disk structure of a disk by clicking on the disk. As shown in the screenshot disk contents are represented in Windows Explorer like style. So when you can select the folder from [Folders Tree](#) on the left side, files and folders present in that folder will be shown in the [Files and Folders List](#) on the right side.



The screenshot displays the Easy Disk Catalog Maker application. The interface is divided into several sections:

- Categories Panel (Left):** Shows a tree view with 'All Categories (2)' expanded to show 'Games (1)', 'Music (0)', and 'Projects (1)'. The 'Games' category is selected.
- Disks Table (Middle):** A table listing disks with the following data:

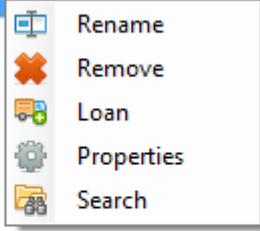
Disk ID	Name	Files	Folders	Size	Capacity	Free Space	File System
1	Steam Backups	133	29	3.73 GB	3.73 GB	0 bytes	UDF
- Explorer Panel (Bottom Left):** Shows a folder tree for the selected disk. The path is: Steam Backups > neighboursfromhell > Surgeon Simulator 2013 > Trine 2 > Disk\_1. The 'Disk\_1' folder is selected.
- Files and Folders List (Bottom Right):** A table showing the contents of the selected folder:

Name	Size	Type	Modified	Comment
File Folder [1 item]				
Disk_1	2.87 GB	File Folder	25-07-2013 10:38...	

You can rename or remove the disk from catalog using right click menu options. If you remove the disk from catalog then Disk ID of that disk will be forever lost. For example if you remove the disk with Disk ID of 10 and scan new disk in to catalog then that new disk can't get the Disk ID of 10. You can also see detailed information about specific disk using Properties option present in right click menu or by selecting the specific disk and

clicking on  button from the top.

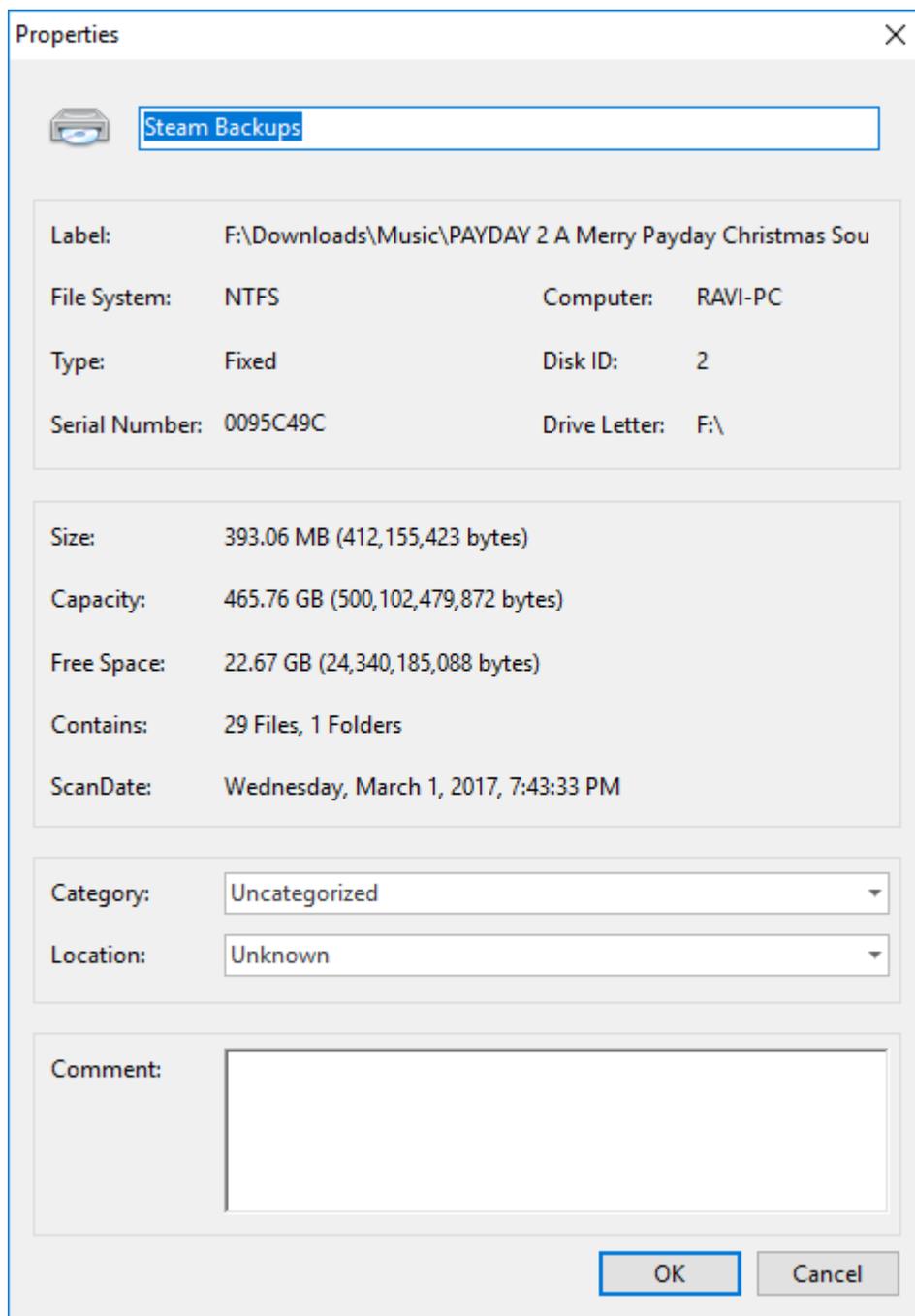
Disk ID	Name	Files	Folders	Size	Capacity	Free Space	File System
1	Steam Backups	133	29	3.73 GB	3.73 GB	0 bytes	UDF



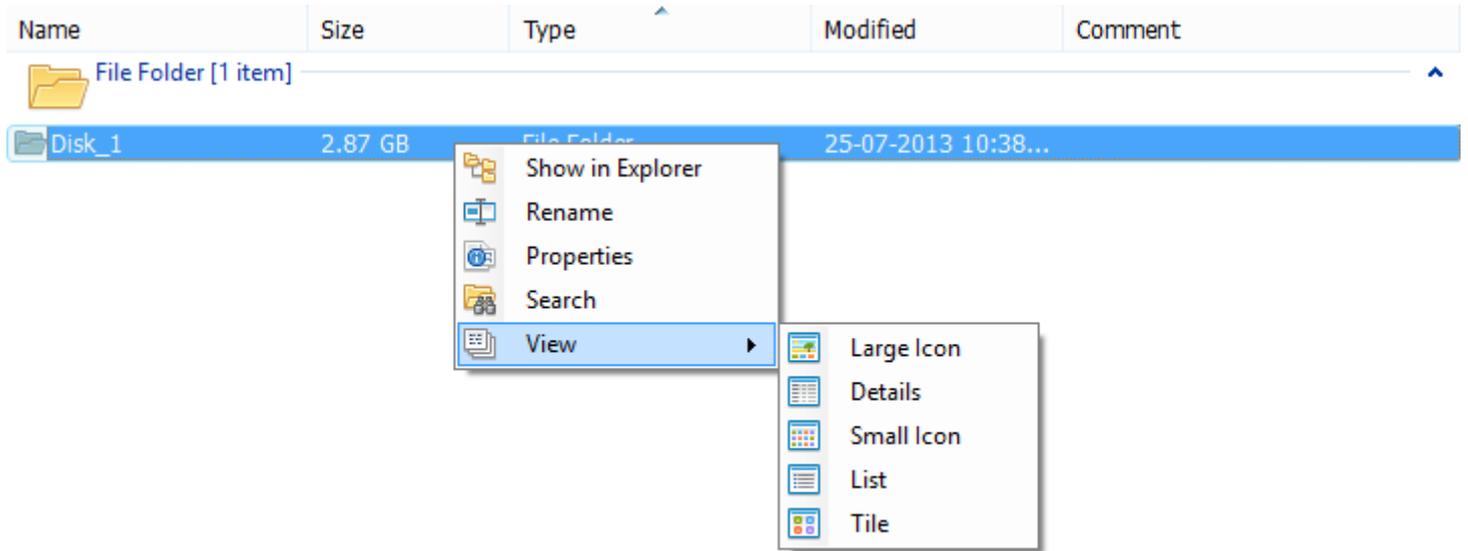
A context menu is displayed over the selected row, containing the following options:

- Rename
- Remove
- Loan
- Properties
- Search

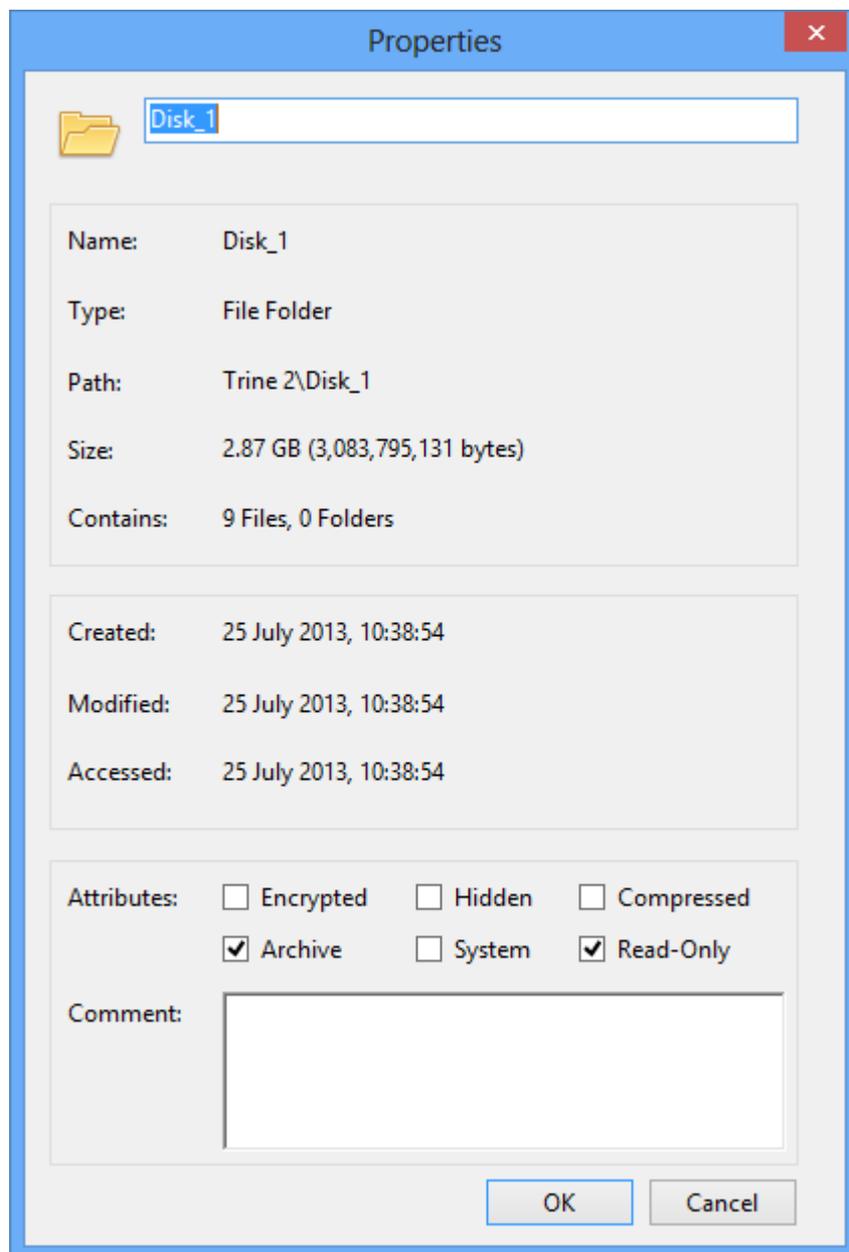
You will see following Properties window when you open Properties. You can edit comments using comments box in the Properties window. You can also rename the disk using first text box in the Properties window. You can also change category and location of disk by using Properties window as seen in following window.



Explorer Panel in Easy Disk Catalog Maker works similarly like windows explorer. Just like windows explorer you can right click any file or folder to rename that file. You can also see windows explorer like Properties window by right clicking file or folder and selecting Properties. Show in explorer option shows you the selected file in windows explorer, if you have disk in the drive. You can also change View mode just like windows explorer by selecting View mode from View menu of right click menu. Search option allows you to search the folder for specific file or folder using name of that file or folder.



When you use Properties option from right click menu of file or folder you will see following window. You can change the name of the file in the catalog and add comments to the file or folder using this window. You will see IDv3 tags info in the comments box of properties window if you see properties of MP3 file.



You can also filter out files and folders using file type, modification date, size and name. You can do that using Filter menu. Just right click on the column you want to filter with and select your filter preference and Apply settings to see the effect. You can also turn columns on and off by clicking on them in menu represented in following screenshot. You can create groups or turn off groups using this menu. You can also sort the order of files using this menu. You will see this menu on any list present in Easy Disk Catalog Maker. This menu is also present in [Disks List](#) and [Search Results List](#).

Name	Size	Type	Modified	Comment
CSD File [4 items]				
35721_depotcache_...	1,008.95 MB	CS		
35721_depotcache_...	1,008.67 MB	CS		
35721_depotcache_...	923.2 MB	CS		
35725_depotcache_...	145 bytes	CS		
CSM File [4 items]				
35721_depotcache_...	43.4 KB	CS	0:30...	
35721_depotcache_...	41.75 KB	CS	0:31...	
35721_depotcache_...	36.37 KB	CS	0:32...	
35725_depotcache_...	56 bytes	CS	0:32...	
SIS File [1 item]				
sku.sis	384 bytes	SIS File	25-07-2013 10:32...	

**Filtering**

- Sort ascending by 'Type'
- Sort descending by 'Type'
- Group by 'Type'
- Lock grouping on 'Type'
- Turn off groups
- Name
- Size
- Type
- Modified
- Comment

**Clear All Filters**

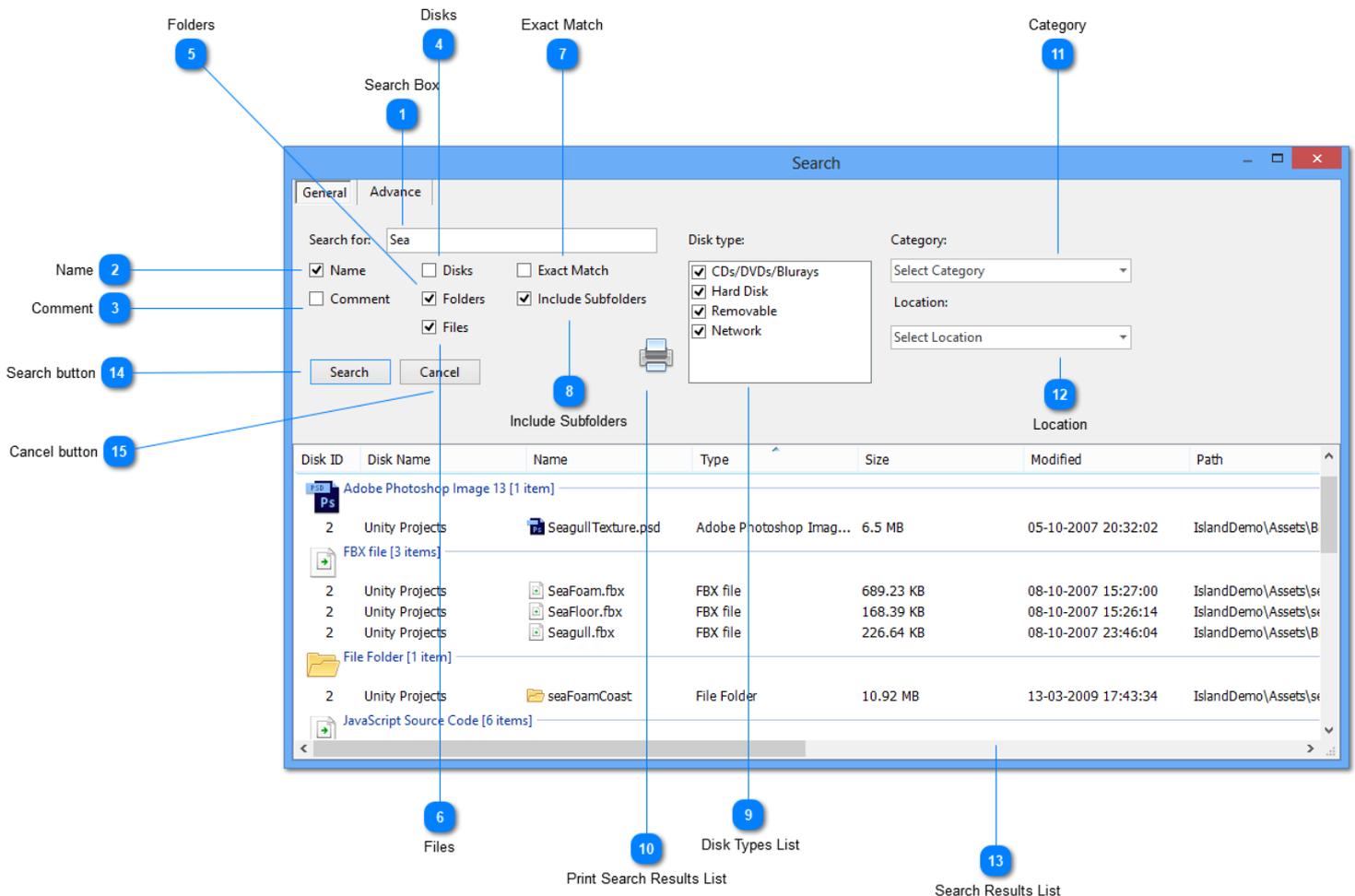
- CSD File (4 items)
- CSM File (4 items)
- SIS File (1 item)
- Select All

**Apply**

## Search window

Search ability in any catalog software is essential. You can access search functionality of Easy Disk Catalog

Maker by clicking  button. When you do that you will see following dialog. Although by default you just have to put the search term in search box and click the Search button to see Search Results, but you can tweak additional parameters. Those are described below.



### 1 Search Box

Sea

Type your search term like file or folder name, disk name, file extension in this text box. It will search for term inside this text box in whole catalog. It supports wild card searches for file names.

It supports two wild card characters.

- \* matches zero or more characters. For example: searching for educat\* would tell the database to look for all files that starts with educat and ends with zero or more characters. Results will include educate, educated, education, educational or educator.
- ? matches exactly one character. For example: searching for educat? would tell the database to look for all files that starts with educat and ends with one character. Results will include only educate.

### 2 Name

Name

Check this box if you are looking for file, folder or disk using name.

3

**Comment** Comment

Check this box if you are looking for file, folder or disk using comment.

4

**Disks** Disks

Check this box if you want to include disks matching your search term in the search results.

5

**Folders** Folders

Check this box if you want to include folders matching your search term in the search results.

6

**Files** Files

Check this box if you want to include files matching your search term in the search results.

7

**Exact Match** Exact Match

Check this box if you are looking for file, folder or disk with exact name as appears in your search box.

8

**Include Subfolders** Include Subfolders

Check this box if you want to search inside subfolders inside disks.

9

**Disk Types List** CDs/DVDs/Blurays  
 Hard Disk  
 Removable  
 Network

Check types of disks you want to search for inside catalog. Search results from checked disk types will be shown, unchecked disk types will be ignored from the search results

10

**Print Search Results List**

Click this button if you want to print Search Results List in its current form.

11

**Category**

Select Category

Select category you want to search in. If you don't select anything it will search whole catalog and every category.

## 12 Location

Select location you want to search in. If you don't select anything it will search whole catalog and every location.

## 13 Search Results List

Disk ID	Disk Name	Name	Type	Size	Modified	Path
Adobe Photoshop Image 13 [1 item]						
2	Unity Projects	SeagullTexture.psd	Adobe Photoshop Imag...	6.5 MB	05-10-2007 20:32:02	IslandDemo\Assets
FBX file [3 items]						
2	Unity Projects	SeaFoam.fbx	FBX file	689.23 KB	08-10-2007 15:27:00	IslandDemo\Assets
2	Unity Projects	SeaFloor.fbx	FBX file	168.39 KB	08-10-2007 15:26:14	IslandDemo\Assets
2	Unity Projects	Seagull.fbx	FBX file	226.64 KB	08-10-2007 23:46:04	IslandDemo\Assets
File Folder [1 item]						
2	Unity Projects	seaFoamCoast	File Folder	10.92 MB	13-03-2009 17:43:34	IslandDemo\Assets
JavaScript Source Code [6 items]						

You will see search results in this list. You can sort, filter, enable or disable columns just like [Files and Folders](#) on column headers and selecting appropriate option.

## 14 Search button

You can start search procedure by clicking this button.

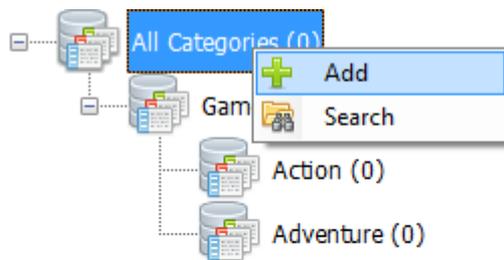
## 15 Cancel button

You can cancel the search and close the dialog by clicking this button.

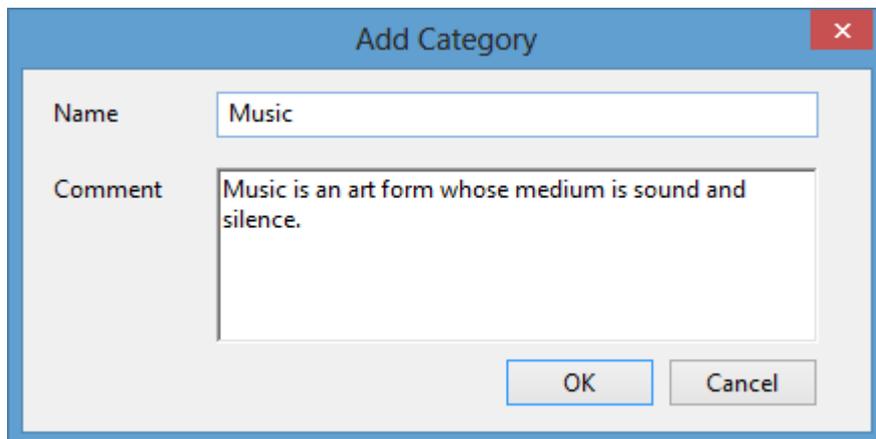
## Managing Categories and Locations

In this section you will learn how to use categories and locations. Locations here refer to real world physical location of disk. Locations helps you locate the disks in real world. For example I put my disks in Boxes and name them as Box 1, Box 2 and so on. I just add Locations named Box 1, Box 2 inside Easy Disk Catalog Maker and assign them to disks. Later when I search for specific disk using search feature I can tell in which Box the disk is located. Both categories and locations works similarly so you can do same stuff illustrated here for locations.

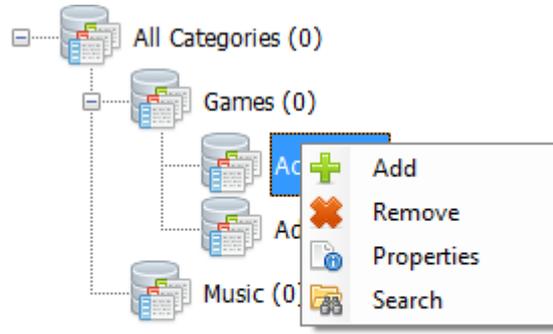
Categories and Locations in Easy Disk Catalog Maker follows parent child relationship. It means that categories like Games can have multiple children like Action, Adventure and Strategy. Action can have its own children like Science Fiction, Fantasy and Steam punk. You can add category as a child by right clicking on parent category and selecting Add button. For example to add new child category called Action to Games category, you have to just right click on Games category and select Add. To add new category to root just right click on All Categories and select Add.



You will see following dialog when you click Add button. Just enter the Name of the category in Name text box and insert comment into comment section (optional) and click OK. You will see your new category in tree view.

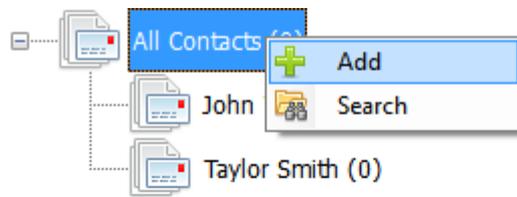


You can update category or location by right clicking it and selecting Properties. You will see same window as above when you do that. Just change the Name or Comment and click OK to see the changes instantly in tree view. You can also remove the category by right clicking it and selecting Remove.

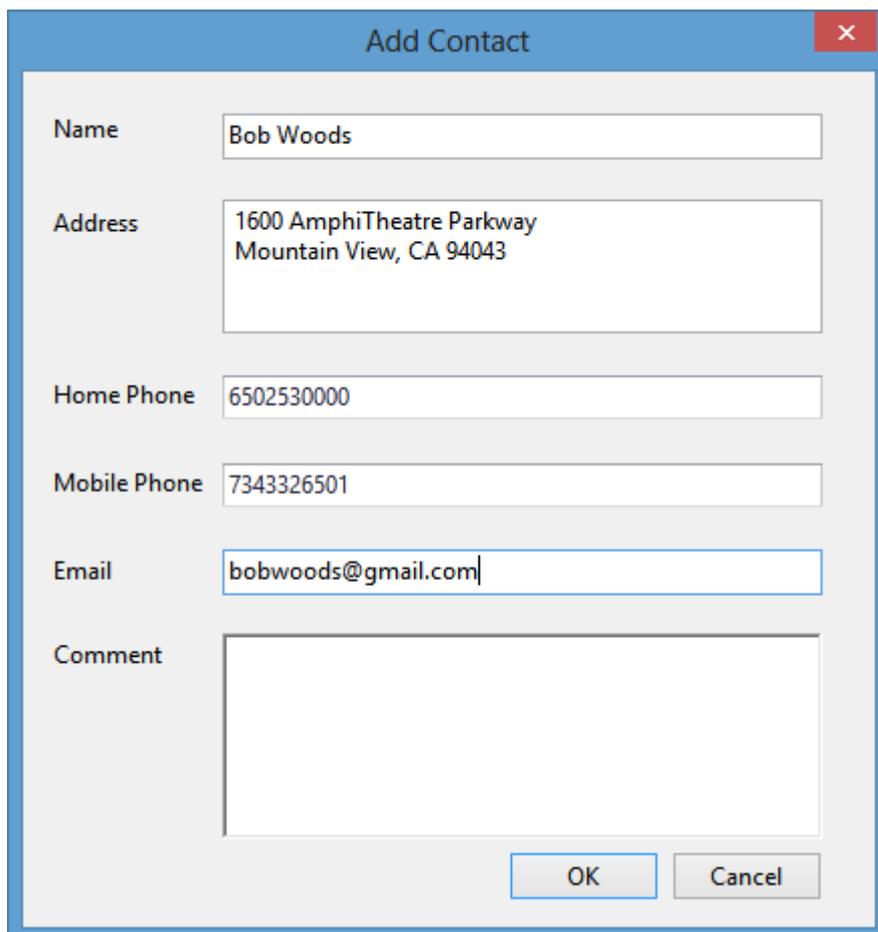


## Managing Contacts

Contacts list is very useful to keep track of loaned disks. You can see which person from the contact list currently have the disk by selecting her name from the Contacts list. You can add new contacts in Contacts list by right clicking anywhere in Contacts list and selecting Add as seen in following screenshot.



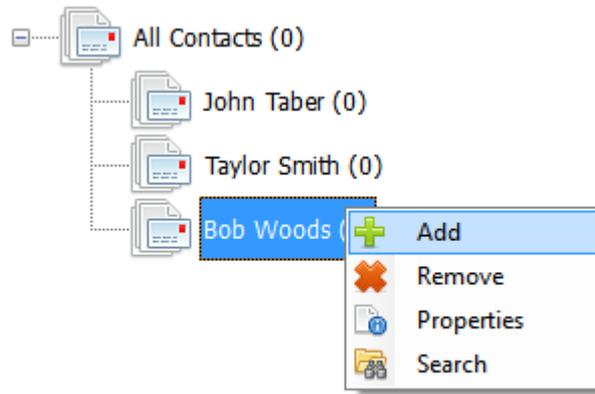
You will see following dialog when you do that. Just enter the Name, Address, Phone, Email and Comment in following window and click OK to add new contact information.

A screenshot of a dialog box titled 'Add Contact'. The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains several input fields:

- Name:** Bob Woods
- Address:** 1600 AmphiTheatre Parkway  
Mountain View, CA 94043
- Home Phone:** 6502530000
- Mobile Phone:** 7343326501
- Email:** bobwoods@gmail.com
- Comment:** (empty text area)

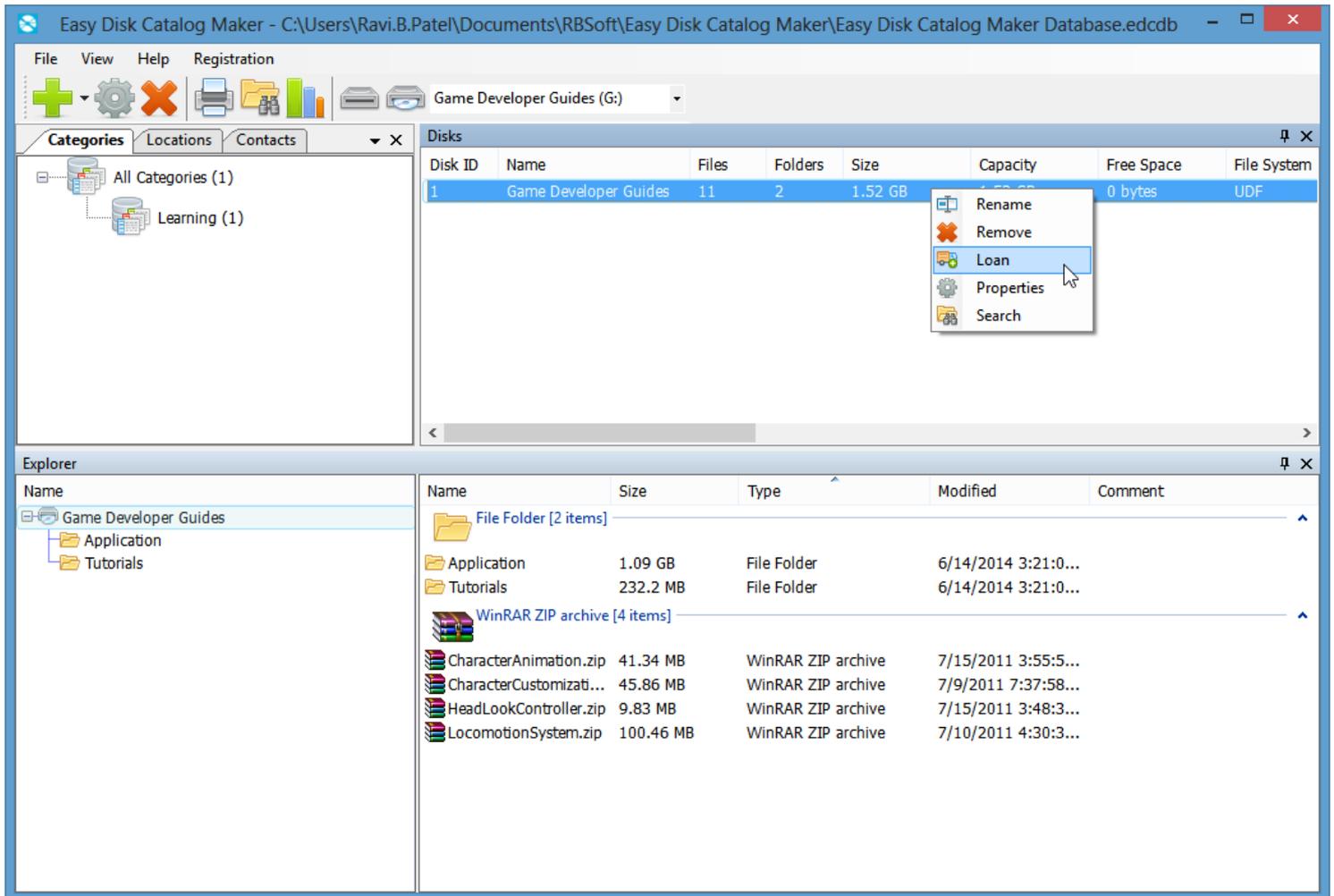
At the bottom right, there are two buttons: 'OK' and 'Cancel'.

You can update contact information by right clicking it and selecting Properties. You will see same window as above when you do that. Just change the information as you like and click OK to see the changes instantly in tree view. You can also remove the contact from contact list by right clicking it and selecting Remove.



## Managing Loan Information

Loan information lets you track which person from your contacts list loaned the disk. You can create loan information for a disk by right clicking a disk and selecting Loan as shown in below screenshot.



You will see following dialog when you do that. Select the person from Contacts drop down list. If you are borrowing the disk from the contact then select Borrowed as loan type otherwise select Lent. Add loan period by assigning Start Date and Return Date and add comments in comments box if you want. Select OK when you are done and loan information for that disk will be created.

The screenshot shows a 'Loan' dialog box with two tabs: 'New Loan' (selected) and 'Loan History'. The 'New Loan' tab contains the following fields and controls:

- Contact:** A dropdown menu showing 'Bob Woods' with a search icon to the left and an 'Info' button to the right.
- Loan type:** A dropdown menu showing 'Lent' with a search icon to the left.
- Start Date:** A date picker showing '6/14/2014'.
- Return Date:** A date picker showing '6/20/2014'.
- Comment:** A large empty text area.
- Buttons:** 'OK' and 'Cancel' buttons are located at the bottom right of the dialog.

Now when loaned disk is returned you should mark the loan as returned. Just right click the loaned disk and select Loan. Click on Returned button to mark the loan as returned. All Returned loan will be placed in to Loan History list. You can also remove loan information from catalog. Just click on the Cancel Loan button, loan information for that disk will be removed.

The screenshot shows the same 'Loan' dialog box, but with the 'Loan History' tab selected. The fields for Contact, Loan type, Start Date, and Return Date remain the same. The 'Comment' field is still empty. The buttons at the bottom are now 'Cancel Loan', 'Returned', and 'Cancel'.

You can see Loan History for disk. Just right click on disk and select Loan. Now go to Loan History tab and you will see the Loan History for that disk. You can remove the specific Loan History. Just right click the Loan History you want to remove and select Remove.

Loan

New Loan | Loan History

Contact	Start Date	Return Date	Lent	Com
Bob Woods	6/14/2014	6/20/2014	<input checked="" type="checkbox"/>	

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