

Cumulus

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Cumulus

[Cumulus](#) is a Digital Asset Management System that enables digital and media professionals to organize, track, preview, copy, move, annotate and archive virtually any type of digital media, including graphic, page layout, presentation, sound, and video files, turning them into [Assets](#). If you can effectively track, locate and retrieve these assets, you can improve quality and workflow, saving yourself and your organization valuable time and money.

See the [glossary](#) for any terms you don't understand.

The following topics provide an overview of Cumulus:

- [How Cumulus Works](#)
- [Using Online Help](#)
- [Using Window Menu Commands](#)
- [Roadmap to Common Tasks](#)

Cumulus

How Cumulus Works

Within the graphics, publishing, and multimedia industries, digital [assets](#) can be virtually any type of digital media file including, image, graphic, page layout, sound and video files, as well as URLs. Cumulus makes organizing and accessing media assets easy. To get started, you need to understand only a few basic concepts.

Cumulus tracks media assets in a special file called a [catalog](#). As you catalog media assets, Cumulus creates a catalog entry - called a [record](#) - for each asset. All records contain some searchable information on the assets they represent. The visible set of records from a catalog is called a [collection](#). To make searching and retrieving records easier, Cumulus lets you organize and classify records into logical groups called [categories](#).

Once records are cataloged, you can view each one as a graphical [thumbnail](#) (with selected asset information lines) or as plain text. You can search and retrieve records within Cumulus. Once you locate the record you're looking for, you can preview it, copy it, or move it to a new location.

{button ,AL('intro',0,'')} [See also](#)

Cumulus Using Online Help

Cumulus features an extensive online help system.

To activate context-sensitive help:

1. Click the option you'd like information on.
2. Press F1 or select **Help => Help On**.
Information based on the selected item is displayed.

To browse a listing of help topics:

1. Select **Help => Contents and Index**.
A listing of help topics appears.

You can find out your version number, serial number and product ID by selecting **Help => About Cumulus**. From this dialog box, you can click the **Connect to Canto** button to connect to the Canto web site for extra information and software updates.

{button ,AL('intro',0,'')} [See also](#)



Cumulus

Roadmap to Common Tasks

If you want to...

learn about basic program functionality
catalog assets
customize cataloging options
customize Cumulus application preferences
display asset information
display category information
customize the view
search for information
customize catalog properties
locate, copy, move, delete or edit assets
preview cataloged assets
print information
contact technical support

See...

[The Basics](#)
[Cataloging](#)
[Setting Cataloging Options](#)
[Customizing Application Preferences](#)

[Asset Information](#)
[Category Information](#)
[View Customization](#)
[Searching](#)
[Catalog Properties](#)
[Managing Assets](#)
[Previewing Cataloged Assets](#)
[Printing Information](#)
[Technical Support](#)

{button ,AL(^intro',0,','')} [See also](#)

The Cumulus User Interface

Click on any topic below to jump directly to the desired help text:

[The Cumulus Application Window](#)

[Using the Toolbar](#)

[Using the Status Bar](#)

[The Cumulus Collection Window](#)

[File Menu](#)

[Edit Menu](#)

[View Menu](#)

[Catalog Menu](#)

[Category Menu](#)

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[Special Menu](#)

[Window Menu](#)

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The Cumulus User Interface

Understanding the Cumulus Application Window

The Cumulus application window contains every command, option and window needed to catalog and categorize assets. Certain window options (including most [toolbar](#) buttons, and the [status bar](#)) only become active when a catalog or collection file is open.

Key user-interface elements of the Cumulus application window are described below. You can control which elements appear by checking and unchecking them in the [View menu](#).

Element	Description
Menu bar	Holds menus that contain every Cumulus command. Underlined characters are keyboard shortcuts. To use a keyboard shortcut, display the menu, then type the underlined character.
Toolbar	Contains buttons that serve as shortcuts to commonly used commands and options. To see a Tooltip for any button, position the mouse over it. For more information, see Using the Toolbar .
Collection window	Features two panes: the Category pane (left side) and the Record pane (right side). For more information, see Understanding the Collection Window .
Category pane	Consists of coherently organized groups of records that facilitate fast searching and retrieval. For more information, see Using the Category Pane .
Record pane	Displays records as thumbnails or as plain text. Records store vital information about each cataloged asset. For more information, see Using the Record Pane .
Status bar	Provides toolbar button descriptions, access to the Application Preferences dialog box , category status, and record status. For more information, see Using the Status Bar .

To view an example, see [The Cumulus Application Window](#).

{button ,AL(^interface',0,'')} [See also](#)

The Cumulus User Interface The Cumulus Application Window



For a complete description, see [Understanding the Cumulus Application Window](#).

The Cumulus User Interface Using the Toolbar

Toolbar buttons offer quick and easy access to frequently needed commands and options. Positioning the cursor over a toolbar button displays a [Tooltip](#).

You can move the toolbar to the top, bottom, left, or right side of the Cumulus application window, or make it a separate floating window. To move it, select its outer edge and drag it to the desired location.

To turn the toolbar on or off, check or uncheck **Toolbar** in the View menu.

Toolbar Button	Description
	Creates a new catalog.
	Opens a catalog.
	Connects to Cumulus Server.
	Cuts selection and copies it to the Clipboard.
	Copies selection to the Clipboard.
	Inserts selection from the Clipboard.
	Shows or hides the Category pane .
	Displays assets using large thumbnails .
	Displays assets using medium thumbnails.
	Displays assets using small thumbnails.
	Displays detailed information (record name, format, color mode, resolution, and modification date) about each asset.
	Sorts catalog in ascending order (from A to Z).
	Sorts catalog in descending order (from Z to A).
	Displays the Cataloging Options .
	Catalogs assets. For further information, see Cataloging Using the Catalog Assets Command .
	Opens the Find window .
	Displays the Asset Information Window .
	Displays a preview of the cataloged asset.
	Opens a dialog from which you can create a slide show from the selected records.
	Attaches the asset represented by the selected record to an outgoing e-mail message.
	Exports the displayed view of the selected records in HTML format and creates HTML pages. See also Output to HTML .
	Adds a question mark to the mouse pointer. The next object you click will be the topic of the help presented.
	Opens context sensitive help.

{button ,AL('interface',0,'')} [See also](#)

The Cumulus User Interface

Understanding the Collection Window

Cumulus tracks assets in a special file called a [catalog](#). When you open a catalog, the [Collection window](#) appears, and you see a [Collection](#).

The Collection window consists of two sections or panes:

- the [Category pane](#)
- the [Record pane](#)

Cumulus offers fully customizable viewing options. For more information, see Setting [Viewing Options](#).

As you catalog assets, Cumulus creates catalog entries called records. Each record stores searchable information about the cataloged asset, such as the file name, the file location, file type, and so on. The information stored for an asset depends on the settings in the [Catalog Properties](#). To make retrieving records easier, you can group records into logical groups called [categories](#). The left side of the Collection window is called the [Category pane](#) and displays the categories in the current catalog.

Press SHIFT+TAB to switch between the two panes. You can resize each pane by dragging the split bar in the middle of the Collection window. To resize the entire window, select the window borders or use the minimize, maximize, and restore buttons in the title bar.

To view an example, see [Collection Window Example](#).

{button ,AL(`interface',0,`,`)} [See also](#)

The Cumulus User Interface Collection Window, Example



For a description of the Collection window, see [Understanding the Collection Window](#).

The Cumulus User Interface Using the Status Bar

The status bar appears at the bottom of the Cumulus application window.



To turn the status bar on or off, check or uncheck **Status bar** in the View menu.

The far left side of the status bar displays toolbar button descriptions. To view these descriptions, position the cursor over a toolbar button.

The Search Compass icon tells you which search preferences are currently enabled. For further information, see [Using the Search Compass Icon](#).

The Category Status field displays the number of current categories appearing in the Category pane as well as the total number of categories in the current catalog.

For example, "11 of 43 categories (1 selected)" means that:

- 11 categories currently appear in the Category pane
- 48 total categories are available in the current catalog
- 1 category is currently selected

The Record Status field displays the number of found and total records in the current catalog. After a search, this field tells you how many records match the query you entered.

For example, "29 of 140 (1 selected)" means that:

- 29 records match the current search conditions
- 140 total records are available in the current catalog
- 1 record is currently selected

{button ,AL(^interface',0,','')} [See also](#)

The Cumulus User Interface

The Collection Window Using the Record Pane

The Record pane appears on the right side of the Collection window and displays records in the current catalog. By default, records appear within the Record pane as graphical [thumbnails](#). You can [modify](#) or [customize](#) the way records appear using the options in the View menu.

Each record stores information about the original asset. By default, a record name appears directly beneath the thumbnail. The record name can consist of up to 63 characters. For more information on assigning record names, see [Editing Record Names](#).

In Details view, the Record pane lists the record as well as the contents of all record fields selected in the [View Customization](#) window. You can resize the width of each column by dragging the split bars located between the column headers.

Cumulus displays record information in a special window called the [Asset Information window](#). To learn more about an asset and the associated record, highlight the thumbnail or text entry and select **Asset => Information**. The [Asset Information window](#) appears.

To display the [Record pop-up menu](#), move the cursor over a record thumbnail or text entry and single-click the right mouse button.

In any catalog you can:

- [sort by record detail](#)
- [sort by ascending or descending order](#)

{button ,AL(^interface',0,'')} [See also](#)

The Cumulus User Interface

The Collection Window

Using the Category Pane

The left side of the Collection window is called the Category pane. The Category pane displays the [categories](#) in the current catalog. Many Cumulus users create catalogs containing thousands of categories, each of which has numerous levels.

When you catalog an asset, Cumulus creates a record that stores information on the original digital asset. To organize records, you can place them into categories. For information on creating categories, see [Creating Categories](#).

Categories are like keywords. Unlike media management systems that rely solely on keywords to organize assets, categories offer the following advantages:

- Like keywords, you can assign categories unique names that describe assets.
- You can drag and drop to assign records (which represent assets) to one or multiple categories.
- Categories are fully searchable, making the retrieval of assets easy.
- Unlike keywords, categories can create hierarchies. You can tailor each Cumulus catalog to be as simple or complex as the information you're managing.

To display records in a selected category, double-click the category or select the category and press ENTER.

You can expand or collapse categories by clicking the plus (+) and minus (-) buttons to the left of each category folder. To expand a category, click the plus (+) button to the left of the category name. As the Category expands, the plus (+) button becomes a minus (-) button.

Moving the cursor over a category and clicking the right mouse button displays the [Category pop-up menu](#), which features shortcuts to commonly used Category menu options.

{button ,AL('interface',0,'')} [See also](#)

The Cumulus User Interface

The Collection Window

Viewing the Category Pane and/or Record Pane

To view a list of all categories in the current window:

1. Select **View => Show Category List**. The Category pane is only displayed when this item is checked.

To view a list of all records in the current window:

1. Select **View => Show Record List**. The Record pane is only displayed when this item is checked.

{button ,AL(^interface',0,','')} [See also](#)

The Cumulus User Interface Cumulus File Menu

The Cumulus File menu offers the following options:

Menu Option	Description
New Catalog (only Single User Edition)	Creates a new catalog. A dialog box is displayed for you to name the new catalog. For more information, see Creating a Catalog . If you are the Cumulus Administrator for the Workgroup Edition, see Creating a Catalog for Workgroups
Open Catalog (only Single User Edition)	Opens an existing catalog via a standard open-file dialog box.
Connect to Server	This menu option opens a dialog box from which you can connect to a catalog on a remote Cumulus Server (only with Cumulus Workgroup Edition). Cumulus Single User can be used as a Client to a Cumulus Workgroup installation.
Close	Closes the active catalog. Saves any changes that are not yet saved.
Import	Opens a submenu with several import options. Each opens a dialog box from which you can select an appropriate file type for import.
Export	Opens a submenu with several export options. Each opens a dialog box from which you can name an appropriate file type for export. All exported files can be used on any supported Cumulus platform.
Print Setup	Opens a standard page setup window from which you can configure your printing options. The options available to you will depend on your system configuration. See your computer's operating system manual for details.
Print Preview	Opens a submenu with various options for previewing a printout.
Print	Opens a submenu with various print options. If you want to print the actual asset, instead of its record or preview, see Print With for details.
Output to HTML	Exports the current display of selected or all records in HTML format and creates HTML pages.
Exit	Exits the Cumulus application and saves changes to open catalogs.

The Cumulus User Interface Cumulus Edit Menu

The Cumulus Edit menu offers the following options:

Menu Option	Description
Undo	Reverts operations in fields, but cannot undo other operations.
Cut	Removes the current item or text selection and places it on the Clipboard so that it can be pasted elsewhere.
Copy	Copies the current item or text selection and places it on the Clipboard so that it can be pasted elsewhere.
Paste	Places the contents of the Clipboard into the current location or text insertion point.
Delete	Deletes the selected records or categories from the catalog. A confirmation dialog with two options appears: delete only the record or delete both the record and its associated asset. This action cannot be undone. Make sure that you no longer need an asset or that you have a copy elsewhere before deleting it. (Disabled if no records or categories are selected.)
Select All	Selects all objects or text. The type of selection depends on which window is active and whether you have clicked inside a text area.
Deselect All	Cancels any previous selection.
Rotate Thumbnail	Rotates the <u>thumbnail</u> of the selected record(s) in one of three ways: <ul style="list-style-type: none">- 90° clockwise- 90° counter-clockwise- 180°
Optimize Thumbnail	Optimizes a thumbnail's appearance.
<u>Preferences</u>	Opens the Application Preferences window, from which you can set global application behaviors.

The Cumulus User Interface Cumulus View Menu

The Cumulus View menu offers the following options:

Menu Option	Description
<u>Palette Mode</u>	Changes the view of the Cumulus application to the Palette Mode and back.
<u>Toolbar</u>	Toggles the toolbar on and off.
<u>Status Bar</u>	Toggles the status bar on and off.
Show Category List	Toggles the <u>Category pane</u> on and off.
Show Record List	Toggles the <u>Record pane</u> on and off.
Large Thumbnails	Displays records as large <u>thumbnails</u> (default 192 x 192 pixel) and the contents of record fields as defined in the <u>View Customization window</u> . You can change the default size for thumbnails in the <u>Application Preferences</u> .
Medium Thumbnails	Displays records as medium <u>thumbnails</u> (default 128 x 128 pixel) and the contents of record fields as defined in the View Customization window. You can change the default size for thumbnails in the <u>Application Preferences</u> .
Small Thumbnails	Displays records as small <u>thumbnails</u> (default 96 x 96 pixel) and the contents of record fields as defined in the <u>View Customization window</u> . You can change the default size for thumbnails in the <u>Application Preferences</u> .
Details	Displays records in a sorted text list as defined in the <u>View Customization window</u> .

Customize	Displays the View Customization window for customizing the Thumbnail View or the Details View .
Sort By	This is the menu equivalent to the sort buttons at the top of each column in the Details View . It displays a list of the available fields. Select the field you want to determine the sorting.
Sort Direction	Provides two submenus used to change the direction of the sort order: Sort Ascending - Sorts the records in an A to Z (0-9) direction. Sort Descending - Sorts the records in a Z to A (9-0) direction.
Zoom In	Doubles the size of a preview image. Preview images can be increased to eight times or 800% of their original size. (Disabled if no preview window is activated.)
Zoom Out	Halves the size of a preview image. Preview images can be reduced to one eighth or 12.5% of their original size. (Disabled if no preview window is activated.)
Fit to Window	Resizes the preview image to fit inside the main Cumulus window.
Reset Preview	Resets the preview image to its original size and orientation.

The Cumulus User Interface Cumulus Catalog Menu

The Cumulus Catalog menu offers the following options:

Menu Option	Description
Cataloging Options	Opens the Cataloging Options window, from which you determine the options that Cumulus uses when cataloging assets. Before you catalog any assets, make sure the cataloging options are set the way you want them.
Catalog Assets	Opens a dialog box from which you can select assets to catalog. You also have the option of using Cumulus' drag-and-drop support to catalog large numbers of assets at once. A progress dialog is displayed while Cumulus is cataloging the assets.
Update Record	Refreshes the thumbnail and updates any static information that appears in the Asset Information window .
Update Asset Reference	Updates the reference to the asset location. If Cumulus cannot find the asset, a dialog box appears so you can specify a new location.
Properties	Opens a window from which you can set options for the active catalog.
Activity Monitor	Only Workgroup Edition: Displays information on the opened catalog.
Backup	Opens a dialog from which you can save a backup copy of the active catalog.
Convert To	Only Workgroup Edition: Opens a dialog box from which you can convert the catalog to adapt to another database engine.
Set As Default	Opens a dialog from which you set the catalog properties of the current catalog to be used for creating new catalogs.
Restore Factory Defaults	Opens a dialog from which you can reset the defaults defined by Canto for creating new catalogs. These defaults are the "out of the box" settings for the Catalog Properties. (Disabled unless another default has been set.)
New Empty Copy	Opens a dialog from which you can create a new empty catalog with the catalog properties of the current catalog.
Compress	Opens a dialog from which you can compress the active catalog. (Disabled if the catalog is already compressed as much as

possible.)

[Rebuild](#)

Opens a dialog from which you can repair (rebuild) the active catalog.

[Recover Deleted Records](#)

Opens a dialog from which you can attempt to recover deleted records.

The Cumulus User Interface Cumulus Category Menu

The Cumulus Category menu offers the following options.

Menu Option	Description
Information	Displays the Category Information window.
New Root Category	Creates a new root category.
New Subcategory	Creates a new subcategory under the selected category.
New Related Category	Creates a new related category to the selected category.
Show Original Category	When a related category is selected, this option displays the original category.
Show Related Categories	If the selected category has related categories, selecting this option displays them.
Show Categories Containing	Enables you to quickly locate a category.
Find Matching Records	Displays all records associated with the selected category.
Save Matching Assets As	Saves copies of all assets in the selected category(s) to a new specified location.
Expand	If applicable, expands the hierarchical structure of the selected category.
Expand All	Expands the hierarchical structure of all categories.
Collapse	If applicable, collapses the hierarchical structure of the currently selected category.
Collapse All	Collapses the hierarchical structure of all categories.

{button ,AL('interface',0,'')} [See also](#)

The Cumulus User Interface Cumulus Collection Menu

The Cumulus Collection menu offers the following options:

Menu Option	Description
New	Opens a submenu with two options for creating a new collection . The new collection can either be empty or contain the currently selected records.
Open	Opens an existing collection via the standard open-file dialog box. The file extension for a collection is: .cfe
Save	Saves the collection as it is currently displayed.
Save As	Saves the collection as it is currently displayed under a new name. A dialog box appears for you to name the new collection.
Mail To	Attaches the collection to an outgoing e-mail message. Note: Catalog access necessary Since a collection is always connected to its catalog, the recipient has to have access to the catalog "serving" the collection.
Find Records	Opens or activates the Find window .
Find Records In All Collections	Using the query in the Find window , Cumulus searches through all open collections. (Disabled unless the Find window is open.) Note: All open collections will be replaced by the search result. Using Find Records In All Collections overrides the option to show found records in a new collection.
Find All Records	Resets the current selection of records to the entire contents of the catalog. This is useful after a search operation has reduced the number of visible records.
Remove Record from Collection	Removes the record from the current collection but not from the catalog. (Compare Removing Records from a Catalog .)
Slide Show	Opens a dialog from which you can create a slide show and select options for it. The slide show will present selected assets' previews as slides.

The following options are only available when the [Find window](#) is open:

Insert Condition Before	Inserts a new search condition before the current condition. You make a condition current by clicking inside any of its fields. This is the menu equivalent to clicking the  button in the Find window .
Insert Condition After	Inserts a new search condition after the current condition. You make a condition current by clicking inside any of its fields. This is the menu equivalent to clicking the  button in the Find window .
Duplicate Condition	Duplicates the current condition in the Find window . This is useful if you want to add a new condition that is similar to an existing condition. The new condition is added below the current condition. You make a condition current by clicking inside any of its fields.
Delete Condition	Deletes the current condition and makes the condition before the deleted condition current. This action cannot be undone. You make a condition current by clicking inside any of its fields. This is the menu equivalent to clicking the  button in the Find window .
Delete All Conditions	Deletes all search conditions in the Find window . This action cannot be undone

The Cumulus User Interface Cumulus Asset Menu

The Cumulus Asset menu offers the following options:

Menu Option	Description
<u>Information</u>	Displays the <u>Asset Information window</u> that provides access to the information on the asset stored in the record.
<u>IPTC Information</u>	Displays the IPTC Information window that provides special access to the <u>IPTC</u> information on the asset stored in the record.
<u>Preview</u>	Displays the preview of an asset.
<u>Show Location</u>	Lets you manually locate assets in Windows Explorer.
Open with	Opens the selected records' assets with either the application that created the assets (if it's known and available), or another application of your choice.
<u>Print with</u>	Prints the selected records' assets with either the application that created the assets (if it's known and available), or another application of your choice.
<u>Copy To</u>	Copies assets to the specified location.
<u>Move To</u>	Moves an asset to a new location. This copies the asset and deletes the file from the original location.
<u>Mail To</u>	Routes an asset via e-mail by attaching it to an e-mail message.
Convert To	Opens a dialog for converting the asset associated with the selected record to another file format. The target formats depend on the availability of Cumulus Converter modules. The Cumulus Standard Conversion module converts to JPEG and resamples the image to 72 dpi.
<u>Check Out</u>	Checks out the asset associated with the highlighted record to your workstation. Only available when Cumulus Vault is installed with Cumulus Workgroup.
Undo Check Out	Cancels a previous check-out. The asset is returned to the Vault but not as a new version. Only available when Cumulus Vault is installed with Cumulus Workgroup.
<u>Check In</u>	Checks a previously checked-out asset back into the Vault as a new version. Only available when Cumulus Vault is installed with Cumulus Workgroup.
<u>Show History</u>	Opens the Version History window, from which you can view version information on the asset associated with the selected record. Only available when Cumulus Vault is installed with Cumulus Workgroup.

The Cumulus User Interface **Cumulus Special Menu**

This menu contains special functions. For further information, see [Automating Cumulus](#).

The Cumulus User Interface Cumulus Window Menu

You can use commands on the Window menu to arrange the open windows in Cumulus:

Menu Option	Description
Cascade	Overlaps multiple opened windows.
Tile	Arranges multiple opened windows next to or above each other.
Arrange Icons	Arranges the minimized window icons along the bottom of the main Cumulus window so that each can be seen.
Move Split	Grabs the categories/records dividing line for the active catalog window so that you adjust the width of the panes. You can also select this line manually by positioning the mouse pointer over it, then clicking and dragging.

The Cumulus User Interface Cumulus Help Menu

The Cumulus Help menu offers the following options:

Menu Option	Description
Contents and Index	Opens the table of contents and searchable index window for Cumulus' online help system.
Help On	Opens context-sensitive help. This type of help presents information on the selected item in the program. For example, if a record is selected, the help system provides information on using the Record pane. You can also press F1 on your keyboard to reach the same information. F1 offers the additional benefit of being able to get help on a selected menu item.
What's This?	This option adds a question mark to the mouse pointer. The next object you click will be the topic of the help presented. This also works with menus.
About Cumulus	Displays a dialog box that shows the version of Cumulus you're using. It also provides a button that launches your default Web browser and initiates a connection to the Canto Web site. This requires an Internet connection. (See the Microsoft Windows documentation for information on setting your default Web browser.)
<u>License</u>	Displays a dialog box from which you can view the user's identification information and register your version of Cumulus. You can choose to register via the Web or use the registration form.

Cumulus Menus **Pop-Up Menus**

Cumulus offers the following pop-up (context) menus to give you shortcuts to commonly used commands:

[Record pop-up menu](#)

[Category pop-up menu](#)

[Preview pop-up menu](#)

[Text Area pop-up menu](#)

The Cumulus User Interface

Cumulus Pop-Up Menus

Record Pop-Up Menu

To display the Record pop-up menu:

1. Move the cursor over a record [thumbnail](#) or text entry and click the right mouse button.
The Record pop-up menu appears.
2. To select a specific menu option, click it.

The Record [pop-up menu](#) offers a shortcut to commonly used Asset menu options:

Menu Option	Description
Information	Displays the Asset Information window that provides access to the information on the asset stored in the record.
IPTC Information	Displays the IPTC Information window that provides special access to the IPTC information on the asset stored in the record.
Preview	Displays the preview of an asset.
Cut	Cuts the selection and copies it to the Clipboard.
Copy	Copies the selection to the Clipboard.
Paste	Pastes the contents of the Clipboard to a new location (e.g., another catalog).
Update	Refreshes the thumbnail and updates any static information that appears in the Asset Information window .
Update Asset Reference	Updates the reference to the asset location. If Cumulus cannot find the asset, a dialog box appears so you can specify a new location.
Rotate Thumbnail	Rotates the selected thumbnail 90 degrees clockwise, 90 degrees counterclockwise, or 180 degrees.
OptimizeThumbnail	Optimizes a thumbnail's appearance.
Show Location	Lets you manually locate assets in Windows Explorer.
Open with	Launches the program associated with an asset so you can view or edit it.
Print with	Launches the program associated with an asset so you can print it.
Copy To	Copies assets to the specified location.
Move To	Moves an asset to a new location. This copies the asset and deletes the file from the original location.
Mail To	Routes an asset via e-mail by attaching it to an e-mail message.

{button ,AL(^records',0,',')} [See also](#)

The Cumulus User Interface

Cumulus Pop-Up Menus

Category Pop-Up Menu

To display the Category pop-up menu:

1. Select the category.
2. Click the right mouse button.

If you right-click on the background of the Categories pane, you'll see a menu with only four options: New Root Category, Show Categories Containing, Expand All, and Collapse All

The Category [pop-up menu](#) offer the following options.

Menu Option	Description
Information	Displays the Category Information window.
New Root Category	Creates a new root category.
New Subcategory	Creates a new subcategory under the selected category.
New Related Category	Creates a new related category to the selected category.
Show Original Category	When a related category is selected, this option displays the original category.
Show Related Categories	If the selected category has related categories, selecting this option displays them.
Show Categories Containing	Enables you to quickly locate a category.
Find Matching Records	Displays all records associated with the selected category.
Save Matching Assets As	Saves copies of all assets in the selected category(s) to a new specified location.
Expand	If applicable, expands the hierarchical structure of the selected category.
Expand All	Expands the hierarchical structure of all categories.
Collapse	If applicable, collapses the hierarchical structure of the currently selected category.
Collapse All	Collapses the hierarchical structure of all categories.

{button ,AL(^catalog',0,',')} [See also](#)

The Cumulus User Interface

Cumulus Pop-Up Menus

Preview Pop-Up Menu

To display the Preview pop-up menu:

1. Open the preview of an asset and click the right mouse button.
The Preview pop-up menu appears.
2. Select a specific menu option and click it.

The Preview pop-up menu offers a shortcut to commonly used menu commands:

Command	Description
Print Preview	Opens the Print dialog box, from which you can print the <u>preview</u> image (not the actual asset) on the currently selected printer.
Copy	Copies the selected portion of the <u>preview</u> image to the Windows Clipboard for pasting elsewhere. (Click and drag in the preview image to draw a box around the area you wish to copy.)
Select All	Selects the entire <u>preview</u> image.
Zoom In	Zooms in on the <u>preview</u> image, thereby increasing its visible size.
Zoom Out	Zooms out from the <u>preview</u> image, thereby reducing its visible size.
Fit to Window	Resizes the <u>preview</u> image to fit inside the main Cumulus window.
Reset Preview	Resets the <u>preview</u> image to its original size and orientation.
Rotate Preview	Rotates the <u>preview</u> in one of three ways: <ul style="list-style-type: none">- 90° clockwise- 90° counter-clockwise- 180°

{button ,AL(^manage',0,'')} [See also](#)

The Cumulus User Interface

Cumulus Pop-Up Menus

Text Area Pop-Up Menu

To display the Text Area pop-up menu:

1. Click inside the text field you would like to edit.
2. Click the right mouse button.

The Text Area pop-up menu offers the following commands:

Command	Description
Undo	Reverts operations in fields, but cannot undo other operations.
Cut	Removes the current item or text selection and places it on the Clipboard so that it can be pasted elsewhere.
Copy	Copies the current item or text selection and places it on the Clipboard so that it can be pasted elsewhere.
Paste	Places the contents of the Clipboard into the current location or text insertion point.
Delete	Deletes the current text selection.
Select All	Selects the complete contents of a field.

Information

Online Help

No special text available.

Please click another item and press **F1** again.

For information on the Preview Window for Print Output, click [here](#).

Cumulus Basics

[Working with Catalogs](#)

[Cataloging Assets](#)

[Working with Categories](#)

[Working with Collections](#)

[Working with Records](#)

 **Cumulus Basics**
Working with Catalogs

[Creating a Catalog \(Single User Edition Only\)](#)

[Opening a Catalog](#)

[Closing a Catalog or Collection](#)

[Cataloging Overview](#)

[About Automatically Created Categories](#)

[Cataloging Techniques](#)



Cumulus Basics

Creating a Catalog (Single User Edition Only)

To create a catalog:

1. Select **File => New Catalog**.

The New Catalog dialog box appears.

2. Type a file name for the catalog and click **Save**.

The new catalog opens and an empty [Collection window](#) appears.

You can also:

- [Configure the Catalog](#)
- [Customize Application Preferences](#)
- [Set Cataloging Options](#)
- [Customize the View](#)

You may want to create multiple catalogs if you encounter any of the following conditions:

- Assets fall into logically unrelated groups.
- The catalog file size becomes too large. Cumulus catalogs are limited to 4 GB. The number of records this permits depends upon the thumbnail quality/size settings and the amount of text in each record (e.g., in the Notes field).

NOTE: With Cumulus 5 Workgroup and Enterprise Editions, only the Cumulus Administrator can create catalogs. For further information, see [Creating Catalogs for Workgroups](#).

{button ,AL(`basics',0,`,`')} [See also](#)

Cumulus Basics

Working with Catalogs

Opening a Catalog

After you have started the Cumulus Single User application, you can open an existing [catalog](#).

To open a catalog as Single User:

1. Select **File => Open Catalog**.
The Open Catalog dialog box appears.
2. Select a catalog from the list and click **Open**.
The catalog opens and the [Collection window](#) appears.

Note: To open another catalog during a Cumulus session, select **File => Open Catalog** and then select the catalog name.

To close an open catalog, select **File => Close**.

If you are set up as a Cumulus client, you can log onto the server and open network catalogs in addition to the local catalogs on your own machine. Select **File => Connect to Server** to open a network catalog.

To open a catalog as Client:

1. Launch Cumulus Client.
The **Connect to Server** dialog box appears.
2. Fill in the required information and click **OK**.
The Choose Catalog dialog box appears.
3. Select a catalog from the list and click **OK**.
The catalog opens and the [Collection window](#) appears.

{button ,AL(^'basics',0,'')} [See also](#)

Cataloging **Cataloging Progress**

This dialog is displayed while Cumulus is cataloging assets.

{button ,AL(^catalog',0,'')} [See also](#)

 **Cumulus Basics**

 **Working with Catalogs**

Closing a Catalog or Collection

To close an open catalog or collection, select **File => Close**.

Cumulus Basics

Working with Catalogs

Cataloging Overview

Cataloging is the process of integrating an asset into a [catalog](#) by creating records and optionally assigning them to [categories](#).

Adding an asset to a catalog creates a catalog entry (or record) that stores information on the original digital media asset (e.g., file name, file location, file type, resolution, etc.).

Categories enable you to organize records into logical, easy-to-use hierarchical groups. When you [catalog](#) an [asset](#), Cumulus by default creates new [categories](#) that map the path (or location) to the media file (for further information on these categories, see [About Automatically Created Categories](#)).

When it catalogs assets, Cumulus matches file names and paths with the appropriate operating system (Macintosh or Windows). If you store your assets in a location other than your own computer, make sure to follow normal cross-platform file naming rules.

If you catalog assets from a location where you are allowed to save files, Cumulus creates a [TAG file](#) for each cataloged asset. If you want Cumulus to create these TAG files while cataloging, enable the **Cumulus Metadata Support** asset storage module in the Cataloging Options, Assets tab, and set its properties to **Always**.

Before cataloging, review the [Cataloging Rules](#) and be aware that [Cataloging Options](#) directly impact the cataloging process.

There are two ways to catalog records:

[Drag and drop media files from Windows Explorer or Desktop to the Cumulus window](#)

[Use the Catalog Assets command](#)

Once you've chosen the cataloging method that best fits your needs, you can [automate](#) the process with Visual Basic or any other OLE-compliant programming tool.

{button ,AL(^catalog',0,'')} [See also](#)

Cumulus Basics

Working with Catalogs Cataloging Rules

The following rules make implementing Cumulus easier.

- **Create a Cumulus implementation plan.**
Determine how to implement Cumulus.
- **Create a logical asset naming system.**
Implementing an effective asset naming convention will save you time. An asset's file name should tell you what the asset is. If your needs are complex, create a "cheat sheet."
- **Organize assets into logical folders.**
When grouping assets into directories, consider future projects and archival requirements. You can group assets by project or by type (e.g., video, audio, graphics, and layout files) and then separate them by format. For example, you could have a folder called Video that contains subfolders called QuickTime, AVI, or MPEG.
By organizing your assets before you catalog them, you can take advantage of Cumulus' ability to simultaneously create categories and records in one easy step. For more information, see [About Automatically Created Categories](#).
- **Create a logical record naming system.**
When you catalog a file, Cumulus automatically assigns the media file name as the record name. However, you can [change the record name](#) in the Asset Information window.
If your organization assigns project numbers, you can include them in record names (e.g., *Project 12345 ABC Corporation*). You can also include information you might want to search for later (e.g., job numbers or archive locations).
Avoid haphazardly assigning record names. If you do, you'll end up with a catalog that contains cryptic record names that only the cataloger understands.
- **Create a systematic cataloging process.**
A systematic cataloging process ensures that asset naming, directory organization and record naming stay consistent from one cataloging session to the next.

{button ,AL(^catalog',0,'')} [See also](#)

Cumulus Basics

Working with Catalogs

About Automatically Created Categories

When you [catalog](#) an [asset](#), Cumulus by default creates new [categories](#) that map the path (or directory) to the asset. These directory categories display a small folder symbol within the category folder icon. 

If you already have an asset tracking system that utilizes nested folders broken down by project or file type, this feature allows you to catalog assets in one easy step.

If you do not want Cumulus to create location categories, you have to delete the corresponding link of the **Categories** record field in the [catalog properties](#).

To avoid automatically created directory categories:

1. Select **Catalog => Properties**.
The [Catalog Properties](#) window opens.
2. Select the **Record Fields** tab.
3. Select the field named **Categories** and click the **Properties** button.
4. Click **Link to the Following Fields**.
5. Select the module which should not create categories during the cataloging process.
6. Click **Remove**.
7. Click **OK**. If you now catalog assets from this module, the location categories will not automatically be created.

{button ,AL(^catalog',0,',')} [See also](#)

Cumulus Basics

Working with Catalogs

Cataloging Techniques

Most Cumulus users choose one of the following two general cataloging techniques:

- **Organize assets first**

You first organize assets into a logical folder structure and then determine where the files will be stored. You can drag and drop folders from Windows Explorer to the Cumulus window, automatically creating new categories that map the path to the original media file.

- **Create categories, then catalog**

If your work environment doesn't allow for the first method, you can use [categories](#) to organize your records. Create an effective, well-thought-out category structure, then catalog assets and assign records to the appropriate categories.

Two methods are available for cataloging your assets:

[Drag and drop from Windows Explorer](#)

[The Catalog Assets Command](#)

{button ,AL(^catalog',0,',')} [See also](#)

Cumulus Basics

Working with Catalogs

Cataloging Using Drag and Drop

With Cumulus you can quickly catalog assets by "[dragging and dropping](#)" files (or entire folders) from Windows Explorer or your Desktop into the Collection window.

To catalog assets by dragging and dropping files:

1. Launch Cumulus and [open a catalog](#).
2. Launch Windows Explorer.
3. Arrange the Cumulus application window and Windows Explorer so that you can see them both.
4. In Windows Explorer, select the file(s) and/or folder(s) to catalog. (Hold down CTRL to select more than one file/folder at a time. Hold down SHIFT to select a range of files/folders.)
5. Drag and drop your selections into the Record pane. If you've already created categories, drag and drop your selections into a specific category.

Once cataloging is complete, Cumulus displays:

- new records in the Record pane
- new categories that mirror the path (or location) to the original media file

[Automatically created categories](#) are indicated by the small folder symbol appearing within the category folder icon. By default, Cumulus assigns the asset's file name as the record name. For information on customizing the asset information stored in records (e.g., the file format) see [Customizing Asset Information](#).

{button ,AL(^catalog',0,',')} [See also](#)

Cumulus Basics

Working with Catalogs

Cataloging Using the Catalog Assets Command

Compared to [dragging and dropping files](#), this method has two limitations:

You can catalog only one file or folder at a time.

You cannot manually [assign assets](#) to existing categories.

By default, cataloging assets [automatically creates new categories](#) that mirror the path to the original digital media file.

To create new records using the Catalog Assets command:

1. Launch Cumulus and [open a catalog](#).
2. Select **Catalog => Catalog Assets**.
The Catalog Assets dialog box appears.
3. Catalog individual assets or entire folders:
 - To catalog files one at a time, highlight each file and click **Open**.
 - To catalog the entire folder, click **Select Folder**.

As Cumulus creates a new record, the original file name appears in the Cataloging status window. Once cataloging is complete, Cumulus displays:

- new records in the Record pane
- new categories mirroring the path (or location) to the original media file

By default, Cumulus assigns the asset's file name as the record name. For information on customizing a record name, see [Customizing Asset Information](#).

{button ,AL(^catalog',0,',')} [See also](#)

Cumulus Basics **Working with Categories**

[Creating Categories and Subcategories](#)

[Assigning records to categories](#)

[Removing category assignments](#)

[Editing category names](#)

[Using the Category pop-up menu](#)

[Deleting categories](#)

[Finding categories whose names contain a particular text string](#)

[Creating category cross-references \(related categories\)](#)

[Viewing and customizing the Category Information](#)

Cumulus Basics

Working with Categories

Creating Categories and Subcategories

Cataloging involves the creation of both categories and records. Categories are the organizational "backbone" of your catalog. They provide an efficient organizational and classification system and a powerful record search and retrieval system.

Before you create categories, decide how you want to organize and group your records. For example, if you have a catalog called Animals, you can set up categories that describe common animal groups (e.g., birds, cats, dogs, rodents, etc.).

To create a new category:

1. From the Category menu or the [Category pop-up menu](#), select **New Root Category**.
A new highlighted category (named Category) appears.
2. Type a new category name and press ENTER. Category names can be up to 255 characters long.
Cumulus assigns the new category name.
3. Repeat steps 1 and 2 until you create all the categories you need.

Since many catalogs contain thousands of records, you may want to create hierarchical levels (or subcategories).

To create subcategories:

1. From the Category menu or the [Category pop-up menu](#), select **New Subcategory**.
A new highlighted category (named Category) appears.
2. Type a new category name and press ENTER. Category names can be up to 255 characters long.
3. Repeat steps 1 and 2 until you create all the subcategories you need.
To move a category, select and drag it to the desired "parent" category.
To select a series of categories, hold down SHIFT and highlight the first and last category in the series.

{button ,AL(^category',0,'')} [See also](#)

Cumulus Basics

Working with Categories

Assigning Records to Categories

Records are easy to assign to categories (or vice-versa) with dragging and dropping. It doesn't matter which way you do it: dragging the record onto the category, or dragging the category onto the record. The effect is the same. You can assign [records](#) to any number of different [categories](#).

To assign records to a category:

1. Select the record(s). (Hold down CTRL to select more than one record at a time. Hold down SHIFT to select a range of records.)
2. [Drag and drop](#) the selected records onto the category.
Cumulus assigns the records to the selected category.

{button ,AL(^category',0,'`')} [See also](#)

Cumulus Basics

Working with Categories

Removing Category Assignments

The Asset Information window contains a list of categories currently assigned to the selected record. From this list you can remove category assignments or add new ones.

To remove an assignment:

1. Select the record whose category assignments you want to change.
2. Select **Asset => Information**.
The Asset Information window opens.
3. Select the category you wish to remove and press the Delete key.
4. Select **Asset => Save** to save your changes.

If you want to edit more records in the collection, you can use the arrow buttons to load a new record.

{button ,AL(^category',0','')} [See also](#)

Cumulus Basics

Working with Categories

Editing Category Names

To edit a category name, highlight the existing name and type a new one. You can also edit category names using the options found in the Edit menu (i.e., Undo, Cut, Copy, Paste, Delete, and Select All) or the [Category pop-up menu](#).

{button ,AL(^category',0,'`')} [See also](#)

Cumulus Basics

Working with Categories

Creating Related Categories

You can create virtual cross-references called related categories. Related categories display an arrow symbol within their folder icons.

Related categories allow you to form relationships between categories. For example, suppose you have two categories called Insects and Food. The category Food contains the subcategory Honey. The category Insects contains the subcategory Bees. By creating related categories, you can create a virtual cross-reference between Bees and Honey.



Now a search for the category Honey would find records in both Honey and Bees. You can configure Cumulus to [search for related categories](#).

To create a related category:

1. In the Category pane, select the category for which you wish to make a related category.
2. From the Category menu or the [Category pop-up menu](#), select **New Related Category**.
A related category appears.
1. Drag and drop the related category onto the category for which you wish to create a virtual cross-reference.

{button ,AL(^category',0,'')} [See also](#)

Cumulus Basics

Working with Categories

Deleting Categories

You can delete categories that no longer have any meaning to your catalog structure. To find out if a category still contains records, double-click it.

To delete a category:

1. Select the category to delete by clicking the folder to the left of the category name.
2. Select **Edit => Delete**.
A dialog box prompts you to confirm your request.
3. Click **OK**.

If you deleted [automatically created location categories](#), you can still locate assets in one of three ways:

- display the [Asset Information window](#) and select the Asset tab to find the location
- select the record and then **Asset => Show Location**
- search for the folder name using the [find window](#)

{button ,AL(^category',0,'')} [See also](#)

Cumulus Basics

Working with Categories

Show Categories Containing

Cumulus gives you a fast way to search for all categories whose names contain a particular text string.

To show categories containing a text string:

1. Select Category => Show Categories Containing.
The Show Categories Containing dialog box appears.
2. Type a text string to search for in all category names of the active catalog and click **OK**.

Categories whose names contain the text string are highlighted in the Category pane. [Related categories](#) are also included.

{button ,AL(^category',0,'')} [See also](#)

Cumulus Basics Collections

A [collection](#) is Cumulus-speak for a set of records from any one catalog. It is a way of looking at your catalog - the way that you are looking at it at any given time. Whenever you work with assets in the record and category panes - which make up the [Collection window](#) - you're creating or modifying collections. When you view the records in any category, you're looking at a collection. When you view the results of a search, you're also looking at a collection. The same is true for individual records you've dragged and dropped into the window - any 'snapshot' of your catalog can comprise a collection. A collection acts as your temporary workspace in Cumulus, and you can also save it as a file.

While a collection can contain all records in a catalog or all in a single category, it is neither one nor the other. A collection can also contain - and here is where its advantages become obvious - the results of a search (either as a new collection or replacement of the current collection), or any records you drag and drop into the Collection window. Any individual subset of a catalog comprises a collection.

Once saved, a [Cumulus Collection File](#) (.cfe) remembers far more than just the records it contains. A collection file also keeps track of viewing options, such as the Collection window's background color, which categories were expanded, which record fields were visible, and how these fields were displayed.

A collection, whether saved or unsaved, is always connected to its catalog. When a collection is open, its catalog is also open. In order to open a particular collection, you must have access to its catalog. If a record is removed from a catalog, it is removed from any of that catalog's collections it was in. Similarly, if you delete a category, it is deleted not only from one collection, but also from the catalog.

You can, however, delete a record from the collection without deleting it from the catalog - by simply highlighting it and pressing the DEL key. You also have the option of [deleting a record from both collection and catalog](#).

You can

- [Save](#) a collection
- [Open](#) a collection
- Build a new collection from a [search result](#)
- [Send](#) a collection via e-mail
- [Customize the view](#)
- Create an [HTML output](#) of a collection

{button ,AL(^basics',0,',')} [See also](#)

 **Cumulus Basics**
Working with Records

[Removing Records from a Catalog](#)

[Removing Records from a Collection](#)

[Updating Records](#)

[Checking Asset References](#)

[Optimizing Thumbnails](#)

[Record Viewing Options](#)

[Record Sorting Options](#)

[Viewing Asset Information](#)

Cumulus Basics

Working with Records

Removing Records from a Catalog

When you delete a record, you can specify whether or not to delete its original [asset](#) as well.

To remove a record from a catalog:

1. In the [Record pane](#), find and select the record to remove.
2. Select **Edit => Delete**.
OR
Press CTRL DELETE.
The Delete Records dialog box appears.
3. Click the button with the desired option.

To remove a record from a [collection](#) while keeping it in the catalog, see [Removing Records from a Collection](#).

{button ,AL(^records',0,',')} [See also](#)

Cumulus Basics

Working with Records

Removing Records from a Collection

If you only remove a record from a [collection](#), it remains in the catalog. To remove a record and optionally its asset from a catalog, see [Removing Records from a Catalog](#).

To remove a record from a collection:

1. In the [Record pane](#), find and select the record to remove.
2. Press DELETE.
The selected record is deleted from the collection but not from the catalog.

{button ,AL(^records',0,',')} [See also](#)

Cumulus Basics

Working with Records

Updating Records

If you modify an asset after cataloging, it's a good idea to update its record. Updating a record refreshes the [thumbnail](#) and updates any static information that appears in the [Asset Information window](#). Customizable record information (e.g., Record Name and Notes) is not affected by updating. You must have access to the original asset files to update catalog records. It is usually best to have an automated update procedure.

To update a record:

1. In the [Record pane](#), select the records to update.
2. From the Catalog menu or the [Record pop-up menu](#), select **Update Record**.
3. From the submenu, select either **If Asset Has Changed** or **Always**.
 - **If Asset Has Changed** updates record information only if the current asset has changed since cataloging.
 - **Always** creates a new thumbnail and updates record information regardless of when the asset was last changed. This is useful if you have modified an asset or updated the general [Cataloging Options](#).

{button ,AL(^records',0,','')} [See also](#)

Cumulus Basics

Working with Records

Checking Asset References

If you move an asset after cataloging, check the reference Cumulus uses to locate the file. Keeping this file reference up-to-date is crucial.

When you check a file reference, Cumulus verifies that the asset is still located in the same place it was when it was cataloged. If Cumulus cannot find it, a dialog box appears so you can specify a new location. You must have access to the original media files to check file references.

To check an asset's file references:

1. In the [Record pane](#), select the records to check.
2. From the Catalog menu or the [Record pop-up menu](#), select **Update Asset References**.
Cumulus checks (or resolves) all file references and updates the record.
If the original file cannot be found, a dialog box appears. The name of the media file in question appears in the File name field.
3. To re-establish a link to a media file, locate and highlight the file and click **Open**.
OR
3. To ignore a specific media file, click **Skip File**.

{button ,AL(^records',0,',')} [See also](#)

Cumulus Basics

Working with Records

Optimizing Thumbnails

If a thumbnail appears too dark, too bright, or too low in contrast, you can correct its appearance by selecting **Optimize Thumbnail** from the [Record pop-up menu](#) menu. You can [automatically optimize thumbnails](#) while cataloging.

{button ,AL(^records',0,`,`)} [See also](#)

Cumulus Basics

Working with Records

Record Viewing Options

To...	... in the View menu, click	... click the toolbar button
display records as large thumbnails (default 256 x 256 pixel)	Large Thumbnails	
display records as medium thumbnails (default 128 x 128 pixel)	Medium Thumbnails	
display records as small thumbnails (default 64 x 64 pixel)	Small Thumbnails	
view records as detailed text	Details	
customize view settings	Customize	

For modifying the thumbnail size with toolbar buttons, see [Using the Toolbar](#).

You can change the default size for large, medium and small thumbnails in the [Application Preferences](#) window.

{button ,AL(^records',0,`,`)} [See also](#)

Cumulus Basics

Working with Records

Record Sorting Options

Records contain a great deal of information (or details) about an asset. The options in the **View** menu enable you to sort by nearly every record field.

To sort by record field:

1. Select **View => Sort By**.
2. From the submenu, select the desired record field (e.g., record name, file format, color mode, or modification date).
The new sort order appears.

You can also sort records with [toolbar buttons](#).

Once you have sorted by record field, you can select to display the records in either ascending or descending order.

To sort by direction:

1. Select **View => Sort Direction**.
2. From the submenu, select **Sort Ascending** (A to Z, 0-9) or **Sort Descending** (Z to A, 9-0)
The new sort order appears.

{button ,AL(^records',0,',';')} [See also](#)

Cumulus Basics

Working with Records

Viewing Information Stored in a Record

Adding an [asset](#) to a [catalog](#) creates a catalog entry called a record. Records store searchable information about an asset, such as its file name, file location, file type, [resolution](#), etc. Cumulus displays the information stored in a record in the Asset Information window.

NOTE: To have Cumulus automatically display the Asset Information window after cataloging, check **Open Information Window Automatically** on the General Tab of the Cataloging Options window.

To view or change asset information:

1. Select a record.
2. Select **Asset => Information**.
The Asset Information window appears.
3. Make your selections and changes.
4. To save the changed information: Select **Asset => Save**.

To view other records without closing the dialog box, click the browse buttons. For more information, see [Understanding the Asset Information Window](#).

How to view an asset's [IPTC](#) information, see [Understanding the IPTC Information Window](#).

{button ,AL(^information',0;',')} [See also](#)

Searching

[Searching Overview](#)

[Using the Find Window](#)

[Saving Searches](#)

[Understanding Category Search Preferences](#)

[Browsing the Collection Window](#)

Searching

Searching Overview

In Cumulus, there are three ways to search for records:

- search for records that match a specific [category](#)
- use the [find window](#) to build search queries that consist of one or more search conditions. You can [save queries](#) you create. There are two types of searches:
 - [simple searches](#) and [compound searches](#)
- [browse](#) the Collection window

You can switch between methods as needed.

{button ,AL(^search',0,'')} [See also](#)

Searching The Find Window

The Cumulus find window lets you build search queries consisting of one or multiple search conditions.

To open the find window:

1. Select **Collection => Find Records**.



For further information, see [Using the Find Window](#).

{button ,AL('search',0,'')} [See also](#)

Searching Using the Find Window

The Cumulus find window lets you build search queries consisting of one or multiple search conditions.

The find window consists of the following basic components for building a search query:

- the condition buttons and the search condition fields

- the search method and whether the search results should replace the current collection or comprise a new collection

The condition buttons on the right side of the find window determine the number of search conditions. If your query has more than one condition, the condition buttons appear next to the current condition.

Condition Button	Menu Option	Description
	Insert Condition Before	Adds a new condition above the current one.
	Insert Condition After	Adds a new condition below the current one.
	Delete Condition	Removes the current condition.

The three search condition fields (in the middle of the find window) let you build a search.

Condition Field	Description
Criteria	Defines what you're searching for (e.g., record name, file type, color mode, etc.).
Operator	Defines how you want to search (e.g., contains, starts with, is, is not, etc.).
Value	Enables you to further qualify your search by adding single or partial words, numbers, or dates.

The search method defines what will be searched.

Search Method	Description
Search in Entire Catalog	Will search the whole catalog.
Narrow Current Collection	Will only search the current collection.
Broaden Current Collection	Will search the entire catalog and add found records to the current collection.

You also can decide whether the search results should replace the current collection or comprise a collection of their own:

Show Found Records in	Description
Current Collection	Found records replace the current collection.
New Collection	Found records build a new collection.

The search buttons on the right side of the find window execute the search.

Search Button	Description
Find	Performs the search.
Find All	Displays all records of the current catalog – regardless of the other selections in the Find window (equivalent to the Find All Records command in the Collection menu).

There are two types of searches:

- [simple searches](#)
- [compound searches](#)

For examples of queries, see [Search Query Examples](#). You can [save queries](#) you create.

{button ,AL(^search',0,'')} [See also](#)

Searching

Using the Find Window

Running a Simple Search

Simple searches have only one search condition. To narrow down a simple search, select the Narrow Current Collection button under Search Method. For examples of queries, see [Search Query Examples](#).

To build a simple search:

1. Select a criterion from the Search Criteria field (e.g., record name, file type, color mode, etc.).
2. Select a search operator from the Search Operator field (the way in which you wish to search). The search operators you can use depend on the field type of the search criterion.
3. In the Value field, enter single or partial words, numbers, or dates to further qualify your search. (Dragging a record onto the Value field is a quick way to enter relevant record information. To clear all search fields, click Delete.)
4. Select a Search Method.
5. Select where the found records should be displayed.
6. Click the **Find** button.

Cumulus displays all matching records in the [Record pane](#). The Record Status field (on the right side of the [status bar](#)) summarizes how many records match the requested query.

For example, "25 of 117 (1 selected)" means that:

- 25 records match the current search conditions
- 117 total records are available in the current catalog
- 1 record is currently selected

{button ,AL(^search',0,'')} [See also](#)

Searching

Using the Find Window

Running a Compound Search

Compound searches have two or more search conditions. For examples of queries, see [Search Query Examples](#).

To build a compound search:

1. Determine the number of search conditions to search for.
 - To add a search above the selected condition, click Insert Condition Above.
 - To add a search below the selected condition, click Insert Condition Below.
 - To delete a search condition, click in any of its condition fields and click Delete Condition.
2. For the first search condition:
 - Select a criterion from the Search Criteria field (e.g., record name, file type, etc.).
 - Select a search operator from the Search Operator field.
 - In the Value field, enter additional information appropriate to further qualify your search.
3. From the Condition Operator field, select "and" or "or."
 - The "and" operator finds only records that match both search conditions. "And" searches are more restrictive.
 - The "or" operator finds any records that match either search condition. "Or" searches are broader and typically result in a higher number of matching records.
4. For the next search condition:
 - Select a criterion from the Search Criteria field (e.g., record name, file type, etc.).
 - Select a search operator from the Search Operator field.
 - In the Value field, enter single or partial words, numbers, or dates to further qualify your search.
5. Repeat steps 3 and 4 until all search conditions have been entered.
6. Select a Search Method.
7. Select where the found records should be displayed.
8. Click the **Find** button.

Cumulus displays all matching records. The Status field (right side of the status bar) summarizes how many records match the requested query. For example, "25 of 117 (1 selected)" means that:

 - 25 records match the current search conditions
 - 117 total records are available in the current catalog
 - 1 record is currently selected

{button ,AL(^search',0,'')} [See also](#)

Searching

Using the Find Window

Search Query Examples

In a full-text search, Cumulus searches for full or partial words (not case sensitive), numbers or dates. The following examples show how to search for records using various types of record fields.

Search Criteria	Field Type	use one of these operators...	and this value...
Thumbnail	Special	<div style="border: 1px solid black; padding: 2px;">similar to not similar to</div>	Drag and drop a sample thumbnail onto the field to perform a similarity search, comparing brightness and contrast with a loose tolerance.
Categories	Special	<div style="border: 1px solid black; padding: 2px;">is is not contains doesn't cont.</div>	Enter a Category name or drag a category or a record from the Collection window. If your category structure includes duplicate category names, drag and drop a category rather than typing its name. The Application Preferences Search Tab controls how Cumulus searches categories.
Horizontal Resolution	Real	<div style="border: 1px solid black; padding: 2px;">under up to is is not from over has value has no value</div>	Enter a numeric value for resolution in dots per inch (dpi).
File Data Size	Integer	<div style="border: 1px solid black; padding: 2px;">under up to is is not from over has value has no value</div>	Enter numbers in bytes: type KB for kilobytes type MB for megabytes
File Creation Date	Date	<div style="border: 1px solid black; padding: 2px;">under up to is is not from over has value has no value</div>	Enter a date using the format specified by your operating system.
Color Mode	String List	<div style="border: 1px solid black; padding: 2px;">contains doesn't cont. has value has no value</div>	Pick an entry from the list.
Cataloging User	String (Indexed for Sorting & Searching only)	<div style="border: 1px solid black; padding: 2px;">starts with is is not has value has no value</div>	Enter full or partial words to perform a full text search.
Notes	String (Indexed for Contain Searching only)	<div style="border: 1px solid black; padding: 2px;">contains doesn't cont. has value has no value</div>	Enter full or partial words to perform a full text search.
Record Name	String (Indexed for Sorting & Searching AND Contain Searching)	<div style="border: 1px solid black; padding: 2px;">starts with is is not contains doesn't cont. has value has no value</div>	Enter full or partial words to perform a full text search.

{button ,AL(^search',0,'')} See also

Searching

Saving or Loading Search Queries

You can save any search query to disk and load it into the [Find window](#). To save or load a search query, click:



{button ,AL(^search',0,'')} [See also](#)

Searching

Understanding Category Search Preferences

You can select a number of search preferences in the [Search tab of the Application Preferences dialog box](#). Under **Category List Search Finds Records** you can select one of two search techniques:

- **Matching At Least One Selected Category** finds records associated with at least one of the categories included in your search.
- **Matching All Selected Categories** finds records associated with all categories included in your search.

Under **Category Search Also Finds Records of...** you can determine the direction Cumulus searches categories (that is, **Categories Above the Selected** and/or **Categories Below the Selected**).

The **and Related Categories** option enables you to search for related categories.

{button ,AL(`search',0,`,`')} [See also](#)

Searching

Using the Search Compass Icon

The Search Compass icon in the center of the status bar displays information about current search preferences and is a shortcut to the [Application Preferences dialog box, Search tab](#).

The icon tells you which search preferences are currently enabled. Click the icon to display the Application Preferences dialog box and, if necessary, edit the search preferences.

Enabled Search Preferences	Icon
Matching At Least One Selected Category	
Matching All Selected Categories	
Category Search Also Finds Records of Categories Above the Selected	
Category Search Also Finds Records of Categories Below the Selected	
and Related Categories	

{button ,AL(^search',0,'')} [See also](#)

Searching

Browsing the Collection Window

Browsing the Collection window is a simple, common-sense approach to finding records. If you've taken the time to design a well-organized category structure, you can quickly locate records by expanding categories in the Category pane.

To view all records associated with a category, double-click it. To expand a category, click the plus (+) button to the left of the category name. When the Category expands, the plus (+) button becomes a minus (-) button.

To view the Category list: Select **View => Show Category List**.

{button ,AL(^search',0,'')} [See also](#)

Managing Assets

[Previewing Cataloged Assets](#)

[Locating Assets](#)

[Placing Assets into Documents](#)

[Copying Assets](#)

[E-Mailing Assets](#)

[Moving Assets](#)

[Deleting Assets](#)

[Editing Assets](#)

[Printing Assets from Other Programs](#)

[Converting Assets to Other Formats](#)

Managing Assets

Previewing Cataloged Assets

Once you've cataloged an asset, you can [preview](#) it without launching another application. You can set the application preferences to launch an Asset Preview window any time you double-click a thumbnail. For more information, see [Customizing Application Preferences](#). In preview mode, you can [copy](#) and [print](#) images.

To display a preview of a cataloged asset:

1. In the [Record pane](#), select the record representing the asset to preview.
2. Select **Asset => Preview**. (For assets with proprietary formats, use the [Open With](#) command.)
An Asset Preview window appears. You can [zoom, scale, and rotate](#) the preview.
3. To close an open Asset Preview window, Select **File => Close**, or click the **Close** button in the upper right corner of the Asset Preview window.

{button ,AL(^manage',0','')} [See also](#)

Managing Assets

Previewing Assets

Zooming, Scaling, and Rotating Previews

You can change the Asset Preview window's magnification and orientation or reset the view to the initial view. The current Zoom Factor appears on the right side of the status bar. The following functions are provided by the Preview pop-up menu (clicking the right mouse button):

To rotate an Asset Preview:

1. Select the Asset Preview window and make it the active window.
2. From the Edit menu or the [Preview pop-up menu](#), select **Rotate Preview**.
3. From the submenu, select the desired rotation angle (90 degrees counterclockwise, 90 degrees clockwise or 180 degrees).

To zoom an Asset Preview:

1. Select the Asset Preview window and make it the active window.
2. From the View menu or the [Preview pop-up menu](#), select **Zoom In** or **Zoom Out**.

To reset the preview to its initial size:

1. Select the Asset Preview window and make it the active window.
2. From the View menu or the [Preview pop-up menu](#), select **Reset Preview**.

To fit the preview within the application window:

1. Select the Asset Preview window and make it the active window.
2. From the View menu or the [Preview pop-up menu](#), select **Fit to Window**.

{button ,AL(^manage',0','')} [See also](#)

Managing Assets

Previewing Assets

Copying Preview Images

If an Asset Preview window contains an image file, you can copy and paste it into a new document. For best quality and easier version control in a layout document, you may prefer to copy the actual media file. See [Copying Assets](#) and [Placing Assets into Documents](#).

To copy and paste a previewed image:

1. Select the Asset Preview window and make it the active window.
2. From the Edit menu or the [Preview pop-up menu](#), click **Select All** and then **Copy**.
3. Paste the copied image into your document.

To copy part of a previewed image:

1. Select the Asset Preview window and make it the active window.
2. Select the portion of the image to copy.
A small dotted line shows your selection.
3. From the Edit menu or the [Preview pop-up menu](#), click **Copy**.
4. Paste the copied image into your document.

{button ,AL(^manage',0,'')} [See also](#)

Managing Assets

Previewing Assets

Printing Previewed Images

You can print the previewed image from within Cumulus.

To print a previewed image from within Cumulus:

1. Select the record of the asset whose preview you want to print.
2. Open the preview by selecting **Asset => Preview**.
3. Select **File => Print**.
4. From the submenu, select **Preview**.
The Print dialog box appears.
5. Make the desired dialog box selections and click **OK**.

{button ,AL(^manage',0,','')} [See also](#)

Managing Assets **Locating Assets**

You can manually locate assets in Windows Explorer.

To locate assets in Windows Explorer:

1. Select one or more records in the [Record pane](#).
2. Select **Asset => Show Location**.

Cumulus launches Windows Explorer and locates the assets. If multiple assets are selected, multiple Explorer windows appear.

{button ,AL(^manage',0,',')} [See also](#)

Managing Assets

Placing Assets into Documents

You can [drag and drop](#) a record from the Catalog window into a document in another application, if that application supports OLE dragging and dropping.

To place assets by dragging and dropping:

1. Make sure the target application is running and the destination document is open.
2. Launch Cumulus and locate the records representing the assets to place.
3. Click and drag the records to the target document. (Hold down CTRL to select more than one record at a time. Hold down SHIFT to select a series of records.)
The asset appears in the target document.

{button ,AL(^manage',0','')} [See also](#)

Managing Assets

Copying Assets

Cumulus offers a number of different ways to quickly copy assets to new locations. From within Cumulus you can:

- Make copies of assets by dragging records or categories to the desktop.
When you drag categories to the desktop, Cumulus creates a folder matching the category name and copies all the associated records into it.
- [Copy assets to a new location](#) using **Copy To** in the Asset menu.
- Distribute assets to co-workers by [attaching them to e-mail messages](#) .

{button ,AL(^manage',0,','')} [See also](#)

Managing Assets

Copying Assets

Using Copy To

You can copy one or more cataloged assets from either the [Record pane](#) or the [Asset Information window](#).

To copy assets:

1. Select one or more records in the Record pane.
2. From the Asset menu or the [Record pop-up menu](#), select **Copy To**. (You can also select **Copy To** from the Asset menu in the [Asset Information](#) window.)
The Copy To dialog box appears.
3. In the Save in field, enter a destination and click **Save**.
Cumulus copies all files to the specified locations.

{button ,AL(^manage',0','')} [See also](#)

Managing Assets

E-Mailing Assets

Routing an asset via e-mail attaches it to an outgoing e-mail message. To route assets via e-mail, you need to have an e-mail system compatible with the Messaging Application Programming Interface (MAPI).

To e-mail assets:

1. Select the record representing the asset to mail.
2. From the Asset menu or the [Record pop-up menu](#), select **Mail To**. (You can also select **Mail To** from the Asset menu in the [Asset Information](#) window.)
Cumulus launches the e-mail system installed on your system. The asset is attached to the new message to be sent.

{button ,AL(^manage',0','')} [See also](#)

Managing Assets

Moving Assets

Moving an asset from within Cumulus is a two-step process. Cumulus first copies the asset to a new location and then deletes it from the original location. Cumulus updates the catalog reference to reflect the new location.

To move cataloged assets:

1. Select one or more records in the [Record pane](#).
2. From the Asset menu or the [Record pop-up menu](#), click **Move To**. (You can also select **Move To** from the Asset menu in the [Asset Information](#) window.)
The Move to dialog box appears.
3. In the Save in field, enter a destination and click **Save**.
4. Repeat step 3 for all selected assets.
Cumulus moves the files to the specified locations and updates all references.

{button ,AL(`manage',0,`,`')} [See also](#)

Managing Assets

Deleting Assets

Selecting the Also Delete Asset option in the Delete Records dialog box is a quick way to delete both the selected record and the original media file.

To delete both a record and the asset:

1. In the [Record pane](#), select the record to delete.
2. Select **Edit => Delete** or press CTRL + DELETE.
The Delete Records dialog box appears.
3. Click **Delete Record and Asset**.
Cumulus deletes the selected records and the original media files for those records.

To remove a record but leave the asset untouched, see [Removing Records from a Catalog](#) or [Removing Records from a Collection](#).

{button ,AL(`manage',0,`,`')} [See also](#)

Managing Assets

Editing Assets

If you have a program installed that can edit an asset, you can use Cumulus to launch the program and open the file.

To edit a cataloged asset using another program:

1. Select one or more records in the [Record pane](#).
2. From the Asset menu or the [Record pop-up menu](#), select **Open With**.
3. From the submenu, select the associated program or **Other**.
Cumulus launches the program, which then opens the file.

{button ,AL(^manage',0','')} [See also](#)

Managing Assets

Printing Assets from Other Programs

If you have a program installed that can print an asset, you can use Cumulus to launch the program and print the file. For an overview on printing, see [Printing Information](#).

To print an asset using another program:

1. Select one or more records in the Record pane.
2. From the Asset menu or the [Record pop-up menu](#), select **Print With**.
3. From the submenu, select the associated program or **Other**.
Cumulus launches the program, which then opens and prints the asset.

{button ,AL(`manage',0,`,`)} [See also](#)



Managing Assets

Converting Assets to Other Formats

You can use Cumulus to convert an asset to another file format (such as JPEG).

To convert an asset to another format:

1. Select the record whose asset you would like to convert.
2. Select **Asset => Convert To**.
The Select Asset Storage Module dialog box appears.
3. Highlight the file system (such as the Windows File System) to which you would like to copy the converted asset and click **OK**.
The Convert Asset To dialog appears.
4. Select the destination to which you would like to copy the converted asset and click **OK**.

The following steps depend on the type of format to which you are converting the asset. Please follow the on-screen instructions.

{button ,AL(^manage',0','')} [See also](#)

Printing Information

Cumulus features a context-sensitive printing capability. Select **File => Page Setup** to set printing options, such as paper size, orientation, etc. For information on printing asset previews, see [Printing Previewed Images](#) and [Printing Assets from Other Programs](#).

You can:

- [Print records](#)
- [Print categories](#)
- [Preview the print output](#)
- [Print an asset's preview](#)
- [Print asset information](#)

{button ,AL(^print',0','')} [See also](#)

Printing Information **Printing Records**

You can print records as they are displayed. You can print either selected records or all records in the current window (collection or catalog).

To print records:

1. Select the records to print. (To select a series of records, hold down SHIFT and highlight the first and last record in the series.)
2. Select **File => Print** and then **Selected Records** or **All Records**.
3. Make the desired selections in the Print dialog box and click **OK**.

NOTE: If you select the print option **Print Entire Assets as Thumbnails**, the thumbnails will be printed in high-resolution quality so the printouts can serve as contact sheets.

For information on printing a record's asset information, see [Printing Asset Information](#).

{button ,AL(^print',0','')} See also

Printing Information **Printing Previews**

It is possible to print an asset's preview. The preview will be printed in the asset's original resolution.

To print an asset's preview:

1. Select the record of the asset whose preview you want to print.
2. Open the preview by selecting **Asset => Preview**.
3. Select **File => Print**.
4. From the submenu, select **Preview**.
The Print dialog box appears.
5. Make the desired dialog box selections and click **OK**.

{button ,AL(^print',0','')} See also

Printing Information **Printing Categories**

You can print the categories as they are displayed. You can print either selected categories or all categories in the current window (collection or catalog).

To print categories:

1. Select the categories to print. (To select a series of records, hold down SHIFT and highlight the first and last record in the series.)
2. Select **File => Print** and then **Selected Categories** or **All Categories**.
3. Make the desired selections in the Print dialog box and click **OK**.

{button ,AL('basics',0,'')} [See also](#)

Printing Information **Previewing the Printout**

Print Preview allows you to view a print selection before you print it out.

To preview prior to printing:

1. Select **File => Print Preview**.
2. From the submenu, select one of the following:
 - **Selected Records** displays a preview of the selected records.
 - **All Records** displays a preview of all records in the current window.
 - **Selected Categories** displays a preview of the selected categories.
 - **All Categories** displays a preview of all categories in the current window
 - **Preview** displays a preview of the assets' previews of selected records in the current window

A Preview window appears.

3. Select the desired button at the top of the window:

Button	Description
Print	Sends the print job to the printer.
Next Page	Opens a preview of the following printed page. (Disabled if there are no additional pages.)
Prev Page	Opens a preview of the previous printed page. (Disabled if you are viewing the first page.)
Two (One) Page	Displays two preview pages at a time. When you're viewing two pages, the button reads One Page, and is used to reduce the display back to a single page. (Disabled if there is only one page in the print job, and when the display is not at the minimum zoom level.)
Zoom In	Zooms in on the current page view. (Disabled when you have reached the maximum zoom level.)
Zoom Out	Zooms out from the current page view. (Disabled when you have reached the minimum zoom level.)
Close	Closes the Print Preview window without printing the job.

{button ,AL(^print',0,',')} [See also](#)



Printing Information

Preview Window for Printout

The Preview window is displayed. Select the appropriate button at the top of the window:

Button	Description
Print	Sends the print job to the printer.
Next Page	Opens a preview of the following printed page. (Disabled if there are no additional pages.)
Prev Page	Opens a preview of the previous printed page. (Disabled if you are viewing the first page.)
Two (One) Page	Displays two preview pages at a time. When you're viewing two pages, the button reads One Page, and is used to reduce the display back to a single page. (Disabled if there is only one page in the print job, and when the display is not at the minimum zoom level.)
Zoom In	Zooms in on the current page view. (Disabled when you have reached the maximum zoom level.)
Zoom Out	Zooms out from the current page view. (Disabled when you have reached the minimum zoom level.)
Close	Closes the Print Preview window without printing the job.

Exporting and Importing Information

You can [export](#) record or category information to a tab-delimited text file which can then be [imported](#) into other catalogs or applications. This lets you move large numbers of records between catalogs or merge record data with other applications.

The file type Cumulus creates depends upon the information you are exporting.

Export/Import Information	Cumulus File Type/Extension
Categories	Cumulus Category Exchange File (*.cce)
Records	Cumulus Record Exchange File (*.cre)

You can also export the displayed view of all or selected records in HTML format and create HTML pages. For information, see [Output to HTML](#).

{button ,AL(^export',0,','')} [See also](#)

Exporting and Importing Information

Exporting Information

You can export record or category information to a tab-delimited text file which can then be [imported](#) into other catalogs or applications.

The Export menu item opens a submenu with several export options. Each opens a dialog box from which you can name an appropriate file type for export. All exported files can be used on any supported Cumulus platform. The options are explained below:

Selected Categories	Exports the currently selected (highlighted) categories to a Cumulus Category Exchange File (.cce). This menu option is disabled if no categories are selected.
All Categories	Exports all categories as they appear in the Category pane to a Category Exchange File (.cce). Make sure to expand the category list if you want to export all subcategories.
Selected Records	Exports the currently selected (highlighted) records to a Cumulus Record Exchange File (.cre). This menu option is disabled if no records are selected.
All Records	Exports all records in the active collection to a Cumulus Record Exchange File (.cre).

To export record or category information:

1. In the [Collection window](#), select the records or categories to export.
2. Select **File => Export** and the desired submenu option.
The Save As dialog box appears.
3. In the Save in field, specify where to save the [Cumulus Record Exchange File](#) or [Cumulus Category Exchange File](#).
4. To accept the default file name, click **Save**. Otherwise, enter a new name in the File name field and then click **Save**.
5. Select the character encoding format for the export.
Only choose **Universal Encoding (UTF-8)** if you want to use the exported file on another operating system.

Cumulus saves the information in the selected location using the appropriate file type.

{button ,AL(^export',0,',')} [See also](#)

Exporting and Importing Information Character Encoding for Export

When you export information, you can employ different character encoding formats. You should base your decision on how the exported file is to be used.

Only choose **Universal Encoding (UTF-8)** if you want to use the exported file on another operating system. This format ensures that special characters are transferred correctly across platforms. (UTF 8 are Unicode characters coded as 8-Bit Transformation Form.)

{button ,AL(^records',0,"")} [See also](#)

Exporting and Importing Information

Importing Information

Cumulus creates [specific file types](#) when [exporting](#) record or category information. You can use the Import command to import this information, or you can copy records and categories by dragging and dropping them between catalogs.

Note: With Cumulus Browser the import command is not available.

The Import menu item opens a submenu with several import options. Each opens a dialog box from which you can select an appropriate file type for import. The various file types are listed by the import type below:

- | | |
|-------------------|---|
| Categories (.cce) | The imported categories are appended to the active catalog. If a category in the import file has the same name as an existing category, the category is not imported. |
| Records (.cre) | If a record in the import file already exists in the active catalog, it is imported only if the Add Duplicates option has been selected in the Cataloging Options setup. |

When importing both category and record information, you must first import [categories](#) and then the [records](#) that are assigned to them. Otherwise the relationships between categories and records will be broken.

To import record or category information into a catalog:

1. Select **File => Import**.
2. From the submenu, select the desired import option.
An Open dialog box appears.
3. Select the file to import and click **Open**.

{button ,AL(^export',0','')} [See also](#)

Outputting Records to HTML

You can export the current display of selected or all records as HTML pages.

The appearance of the HTML pages created by Cumulus will correspond to the display of the records. Depending on the number of records selected and the way they are displayed, multiple HTML pages will automatically be created, including links to the other pages. Staying true to What-You-See-Is-What-You-Get (WYSIWYG), the number, size, and labeling of the records on the HTML pages will reflect what you see in the record pane (thumbnails or details).

To create HTML pages:

1. Select the records that you want to output to HTML. (To select a series of records, hold down SHIFT and highlight the first and last record in the series.)
2. Select **File => Output to HTML**.
3. From the submenu, select the appropriate option.
A dialog box for defining the output to HTML appears.
4. Make your selections.
You can use either the current view settings or templates. The **Add** button enables you to add HTML templates that can be used for the output. (For details, review manuals on HTML.)
5. Click **Save**.

Cumulus creates the corresponding HTML pages.

If the view you export is a thumbnail view, Cumulus creates a **Thumbnails** folder with the corresponding thumbnails in JPEG format.

The HTML pages created by Cumulus can include links to the previews or the original assets. If you include links to previews, Cumulus creates a **Previews** folder containing the corresponding previews in JPEG format. If you include links to the originals, Cumulus creates a **Files** folder containing copies of the corresponding assets.

You can also include the voice annotations you created for the asset in the [Asset Information window](#). For further information on voice annotation, see [Audio fields](#).

{button ,AL(^export',0,','`')} [See also](#)

Tailoring Cumulus

[Customizing Application Preferences](#)

[Setting Cataloging Options](#)

[Customizing View Options](#)

[Working with Collections](#)

Tailoring Cumulus Customizing Application Preferences

The Application Preferences window lets you customize and define global program settings such as:

- how Cumulus displays [thumbnails](#)
- mouse double-click preferences
- whether certain warnings should appear or be suppressed
- display options (e.g., desired measurement units, grid used for window resizing, preview size and display options)
- general search behavior

To view or modify your application preferences:

1. Select **Edit => Preferences**.
The Application Preferences window appears.
2. Move from one tab to another by clicking a tab title.
[General](#)
[Display](#)
[Search](#)
3. Make selections and click **Apply**. To activate all selections and exit the window, click **OK**. To cancel, click **Cancel**.

{button ,AL(^customizing',0,','')} [See also](#)

Tailoring Cumulus

Customizing Application Preferences

General Tab

The General tab controls general program behavior.

Option	Description
Double-Click on Record	Determines what happens when you double-click a record. Available options include: <ul style="list-style-type: none">• Opens the Asset Information window.• Opens a preview of the cataloged asset.
Warning Dialogs	Controls whether or not certain warning dialog boxes appear. Available options include: <ul style="list-style-type: none">• Show Warnings displays all warnings• Suppress Warnings suppresses certain warnings
Checkout Location, Use Checkout Location	Users carrying out a version control (e.g. the Cumulus Vault Option) can define their general Checkout Location. That way they can avoid being asked for the Checkout Location for each check out they perform.
Measurement, Unit	Determines the unit of measurement (e.g., inches, centimeters, etc.) that appears in the Asset Information window.
At Startup, Reopen Catalogs	Cumulus will open all catalogs (and collections) that have been opened when the Cumulus was closed last time at startup. If this option is not enabled, Cumulus will always start without an open catalog or collection.

{button ,AL(^preferences',0,'')} [See also](#)

Tailoring Cumulus

Customizing Application Preferences

Display Tab

The Display tab controls how thumbnails and previews are displayed and measured.

Option/Field	Description
Thumbnail Sizes	Defines the sizes of small, medium and large thumbnails. The sizes defined here for thumbnails are those displayed when the respective size is selected.
Preview Size	Controls the size of an Asset Preview window. Available options include: <ul style="list-style-type: none">• Original Size displays an Asset Preview using the actual size of the cataloged asset• Fit to Main Window resizes the Asset Preview to fit the Cumulus Application window• Other lets you enter the preferred Asset Preview size in the field provided
Collection Window, Use Grid for Resizing	Snaps window to multiples of the current thumbnail size when resizing.
Preview Display, Uncalibrated	Shows preview with no ColorSync color correction.
Preview Display, Calibrated	Shows preview with ColorSync profile used by asset.
Preview Display, Calibrated with Gamut Alarm	Shows preview with ColorSync profile used by asset and highlights any part of the image that is beyond the printable color spectrum of the printer selected under Printer Profile.
Preview Display, Printer Profile	Selects a ColorSync printer profile. (Disabled if Calibrated with Gamut Alarm is not selected.)
Preview Display, Alarm Color	Click to select a warning color for unprintable shades in asset.

{button ,AL(^preferences',0,'')} [See also](#)

Tailoring Cumulus

Customizing Application Preferences

Search Tab

Options on the Search tab affect how Cumulus locates records using the [Find window](#) and how [categories](#) display records.

Within Cumulus, the term search means more than using the Find window to locate records. When you click on a category to display records, the program performs a search to locate all records in that category. For more information on category searching, see [Understanding Category Search Preferences](#).

Under **Category List Search Finds Records**, you can select one of two search techniques:

- **Matching At Least One Selected Category** finds records associated with at least one of the categories selected in the Category pane.
- **Matching All Selected Categories** finds those records associated with all of the categories selected in the Category pane.

Under **Category Search Also Finds Records of**, you can define the scope of the category search. Selecting **Categories Below the Selected** enables the **and Related Categories** option, which lets you search for related categories as well as those specified by the search.

For information on category searching, see [Using the Search Compass Icon](#).

{button ,AL(^preferences',0,'')} [See also](#)

Tailoring Cumulus Setting Cataloging Options

The Cataloging Options window controls the way in which Cumulus catalogs assets and the kinds of information that are imported during cataloging. For information on modifying Cataloging Options for existing records, see [Updating Records](#).

Options in this window include:

- whether to automatically display the [Asset Information Window](#) as each asset is cataloged
- whether [records](#) should be associated with default [categories](#)
- whether [catalogs](#) can have multiple records for the same asset
- which [file filters](#) are available and in what order
- how Cumulus creates [thumbnails](#)

To display the Cataloging Options window :

1. Select **Catalog => Cataloging Options**.
The Cataloging Options window appears.
2. Move from one tab to another by clicking a tab title.
[General](#)
[Assets](#)
[Asset Formats](#)
3. Make your selections and click **Apply**. To activate all selections and exit the window , click **OK**. To Cancel, click **Cancel**.

{button ,AL(^customizing',0,'')} [See also](#)

Tailoring Cumulus

Setting Cataloging Options

Cataloging Options, General Tab

The General tab enables you to specify default presets that Cumulus assigns every time you [catalog](#) an [asset](#).

Option/Field	Description
While Cataloging, Show Progress Bar	Counts the total number of assets before starting the cataloging process. During cataloging, the Progress window displays the asset file name and a percentage complete bar. This slows down the cataloging process.
After Cataloging, Open Information Window Automatically	Displays the Asset Information window after the creation of all new records. This lets you systematically update a record's properties directly after cataloging.
Quality	Sets the thumbnail quality for the different color modes: Line art (NORMAL=2 color / HIGH=4 color), Greyscale (NORMAL=8-bit greyscale, more compression / HIGH=8-bit greyscale, less compression), Color (NORMAL=24-bit color, more compression / HIGH=24-bit color, less compression.) NOTE: High-quality thumbnails make records larger.
Optimize Thumbnail	Equalizes the thumbnail images for newly cataloged assets automatically. This can also be done afterwards.
Create Thumbnails from, Stored Thumbnail (when available)	Some programs can save images with embedded thumbnails. This option uses those thumbnails, if available, instead of creating new ones. Stored thumbnails may differ in size.
Create Thumbnails from, Stored Thumbnail (if large enough)	Uses embedded thumbnails, if they are available and large enough (at least as large as defined in the Catalog Properties, General section under Thumbnail Size).
Create Thumbnails from, Entire Asset	Creates thumbnail images of the entire asset file. These thumbnails are consistent in size, but this option slows the cataloging process.

This tab displays a sample thumbnail so you can evaluate your quality and optimization settings. The thumbnail's dimensions (in pixels) appears directly above the image and are followed by the disk space that the thumbnail will occupy. Thumbnail dimensions are set in the [Catalog Properties window](#).

If you enable **Optimize Thumbnail**, Cumulus automatically optimizes the appearance of each thumbnail during the cataloging process. You can also manually optimize thumbnails by selecting them in the [Record pane](#) and selecting **Edit => Optimize Thumbnail**.

{button ,AL(^catalog options',0,'')} [See also](#)

Tailoring Cumulus

Setting Cataloging Options

Cataloging Options, Assets Tab

The Assets tab lets you specify how [catalogs](#) are updated as well as how to handle duplicates and shortcuts, and lists specific asset files that should never be cataloged.

When Cataloging determines if Cumulus catalogs new assets or updates existing records. You can choose from the following:

- **Add Only** catalogs only assets that have not yet been cataloged.
- **Add and Update** creates new records for assets that have not yet been cataloged and updates existing ones.
- **Update Only** updates only existing records.

Under **Duplicates**, **Add Duplicates** allows duplicate records. **Ignore Duplicates** prevents an asset from being cataloged more than once in the same catalog.

When the [Central Location](#) option **Copy Asset to Central Location** is enabled, Cumulus copies all newly cataloged assets to a central location.

Under **Linked Assets**, **Resolve Links** directs Cumulus to use the path stored in a Windows operating system shortcut to locate an asset. **Ignore Links** disables this feature. For example, suppose you create a shortcut to an asset stored on another disk. If **Resolve Links** is enabled, you can catalog that asset by dropping its shortcut into the Collection window.

Under **Asset Storage Modules**, you specify the [Asset Storage module](#) to handle your assets. For more information on the various Asset Storage modules which Cumulus employs see [About the Asset Storage Modules](#).

Button	Description
About	Displays information on the selected module (if available).
Properties	Opens the properties window for the selected module (if available).
Activate	Activates the selected module.
Deactivate	Deactivates the selected module.

Under **When Cataloging**, you can specify assets that should not be cataloged. Damaged or corrupt asset files cause common cataloging problems that may crash your system. If you know a specific asset file is causing problems, add it to the "Do NOT Catalog the Following Assets" list.

To automatically assign damaged files to the "Do NOT Catalog the Following Assets" list, select **Add Damaged Asset to List Automatically**. This may slow down cataloging performance, so use this option only when you are unable to determine the file causing problems. When enabled, Cumulus keeps a record of the last file cataloged. If your system crashes, Cumulus automatically adds that file to the "Do NOT Catalog the Following Assets" list.

To specify assets that should not be cataloged:

1. Click **Add Asset to List**.
The Open dialog box appears.
2. In the Open dialog box, select the asset and click **Open**.
The selected asset appears in the 'Do NOT Catalog the Following Assets' list.

To remove assets from the 'Do NOT Catalog the Following Assets' list:

1. Select the assets from the 'Do NOT Catalog the Following Assets' list.
2. Click **Remove Asset from List**.
Cumulus removes the selected assets.

{button ,AL(^catalog options',0,',')} [See also](#)

Tailoring Cumulus

Setting Cataloging Options, Assets Tab About Central Location

You can configure Cumulus to copy cataloged assets to a special central location. This central location can be configured so that assets are copied either at your discretion or every time an asset is added to the catalog.

The actual asset remains in the original location, but the record points to the copy in the folder specified as the central location. You can control who is allowed to modify assets stored in the collection folder.

You can enable or disable Central Location in the [Catalog Properties](#) window .

Tailoring Cumulus

Setting Cataloging Options, Assets Tab

About the Asset Storage Modules

When cataloging an asset, Cumulus uses two types of components: [Asset Storage modules](#) and [filters](#). The Asset Storage module manages the asset's storage (the access to its location), and the filter analyzes the asset's contents. For example, if you catalog a file from the file system of your computer, the Asset Storage module manages the access to the file system of your computer, and the employed filter reads the file's content.

Cumulus 5 comes with Asset Storage modules for the Windows or Mac OS file systems as well as a module called [Cumulus Metadata Support](#) and special modules to handle DCS (Desktop Color Separation) files and OPI (Open Prepress Interface).

Depending on your workflow requirements, you may not need to use some of these Asset Storage modules. If, for example, you are not using services from a prepress service provider and do not have access to an OPI server, you should deactivate the OPI System Support. Deactivating Asset Storage modules which are not needed for your specific workflow enhances productivity by freeing up Cumulus' resources and speeding up the cataloging process. To deactivate an Asset Storage module simply select it and click **Deactivate**.

For details on Cumulus' various Asset Storage modules., what they do and how they are configured to customize Cumulus to your specific workflow, see:

[Cumulus Metadata Support](#)

[DCS File Support](#)

[OPI System Support](#)

[URL Support](#)

[Cumulus Vault](#)

Tailoring Cumulus

Setting Cataloging Options, Assets Tab

About the Asset Storage Modules

Cumulus Metadata Support

This Asset Storage module supports the storing of an asset's metadata in a separate TAG file for each asset. This makes it possible for stored metadata to be used externally (e.g., by other applications). Only if this Asset Storage module is activated, can Cumulus create a [TAG](#) file for each asset cataloged.

You can define the following properties for the Cumulus Metadata Support:

Never: If a TAG file exists, Cumulus Metadata Support will read it, but no TAG files will be created.

Only if Metadata Exists: If metadata in a TAG file exists, it will be updated.

Always: A TAG file for metadata will be created and continuously updated.

The following is for users of the Enterprise Edition only!

NOTE: If you want to use the Asset Cross Reference (AXR) feature of Cumulus the Cumulus Metadata Support must be activated and the option **Always** enabled.

For [Directory Categories](#), Folder TAG files can be created. The Folder TAG file for a Directory Category is called **Cumulus Metadata.tag** and resides in the corresponding folder. If the Cumulus Metadata Support is activated and the option **Always** is enabled, a Folder TAG file will be created as soon as you change the Category information of a Directory Category. Folder TAG files are also created if you Drag & Drop a category to your Desktop or if you employ the menu option **Save Matching Assets As**.

 **Tailoring Cumulus**
 **Setting Cataloging Options, Assets Tab**
About the Asset Storage Modules

DCS File Support

This Asset Storage module enables Cumulus to recognize CYMK Desktop Color Separation files so that it can effectively catalog and manage multiple-file DCS assets. This Asset Storage module supports DCS version 1.0. These DCS assets consist of one main file (which may contain a preview image) and the four standard color separation files.

When cataloging a DCS asset, this Asset Storage module creates a record for the main file only. This is important to be aware of when viewing the Asset Information window, as the information such as file size, etc. only pertain to the main file. Although only one file is cataloged, Cumulus still manages all five. For example, if you move or copy the cataloged DCS asset with Cumulus, all five DCS files will be moved or copied.

Tailoring Cumulus

Setting Cataloging Options, Assets Tab

About the Asset Storage Modules

OPI System Support

This Asset Storage module enables Cumulus to be OPI-aware. The Open Prepress Interface (OPI) is a technology that allows placing low resolution versions of image files into page layouts and letting an OPI print spooler automatically replace them with the high resolution versions of the files for printing. Only if this Asset Storage module is activated, can Cumulus recognize OPI files and carry through the correct handling of high and low resolution versions of OPI files.

The module is able to read path name information and lets Cumulus manage both high resolution and low resolution files from OPI systems like Imation Color Central, Nine Bits PrintDesk, 4-Sight OPI, and Helios EtherShare OPI.

Cumulus is also OPI-compatible with many other OPI systems that use EPSF or TIFF format files as their low resolution file, like Scitex APR. With these OPI systems, low resolution files are handled as expected, but the path to the high resolution file might not be automatically recognized.

The module offers special support for Helios EtherShare OPI version 1.0 up to 1.2 and Imation Color Central 2.1 up to 2.5. For both OPI systems you can define additional properties.

If you select the **OPI Support** entry in the list of Asset Storage modules and then select the **Properties** button, the OPI Support Settings window opens.

The OPI Support Settings window has three sections: General, Helios and Imation

Section **General**

In the section **General** you can set up the module to use either the low resolution file or the high resolution file when you drag and drop an asset. If you want to use the actual cataloged file, you can disable the option **Silent OPI File Access**.

For all OPI systems (except Helios) it is recommended to catalog the low resolution file as only the low resolution file leads to the high resolution file – and not vice versa. If you have cataloged the low resolution files, do not enable **Silent OPI File Access** along with the option **High Resolution File** for these OPI systems as this combination will not work. In fact you are using a Helios OPI system you can catalog the high resolution file as only in a Helios OPI system the high resolution file leads to the low resolution file; it is even recommended to catalog the high resolution file as the information on this file will then be available with the catalog.

Section **Helios**

In the section **Helios** you can set up special properties for Helios EtherShare OPI. Only if the option **Helios EtherShare OPI Aware** is activated, will Cumulus catalog either the low resolution layout file or the high resolution file.

Although the module recognizes layout files generated in the layouts folder it also supports a name extension for layout files. In the field **Layout file name extension** (default: .lay) you specify the name extension to identify OPI layout files. You should always specify the same name extension that is used by the Helios EtherShare OPI system. A file in the same folder as the high resolution file that has this name extension will be treated as the layout file for this high resolution file. The following two options are important to avoid duplication when cataloging a whole folder. They can be used to create only one record for a pair of high- and low resolutions files when cataloging.

The option **Catalog High Resolution Files Only** (default) allows you to catalog only high resolution files. This is useful to get the information (size, resolution) about those files into the Cumulus catalog. By choosing the option **Catalog Layout Files Only** you can build a catalog of only the layout files.

Section **Imation**

In the section **Imation** you can set up special properties for Imation Color Central. Only if the option **Imation Color Central Aware** is activated, will Cumulus read the IPTC information from the high resolution file while cataloging the sample file.

NOTE: This option can only work properly when the high resolution file and the sample file reside in the same folder.

If the option **Add Category for Sample Files** is activated, Cumulus will assign every ColorCentral sample file to a special category while cataloging. The category name can be specified in the field below this option (default: Imation Color Central). This option is useful when you catalog both the high resolution and the sample file of an image and you want to distinguish the corresponding records.

 **Tailoring Cumulus**

 **Setting Cataloging Options, Assets Tab**
About the Asset Storage Modules

URL Support

If you have installed the **URL AssetStore Module** option it comes with Asset Storage module **URL Support**. It supports FTP and HTTP URLs. It enables users to catalog and access files stored on all standard FTP and HTTP servers for Windows, Mac OS, Mac OS X, or UNIX.

 **Tailoring Cumulus**

 **Setting Cataloging Options, Assets Tab**
About the Asset Storage Modules

Cumulus Vault (Workgroup and Enterprise Edition only)

If you have installed the Cumulus Vault option it comes with Asset Storage module **Cumulus Vault**. Cumulus Vault provides a revision control system as well as version retention and tracking, at-a-glance version information.

Tailoring Cumulus

Setting Cataloging Options

Cataloging Options, Asset Formats Tab

From within the Asset Formats tab, you can control how Cumulus utilizes [filters](#). All supported asset formats appear in the Cataloging Asset Formats list.

Active filters are indicated by a black checkmark to the left of the format. Filters that have been deactivated have a blank area to their left. Filters that are not currently supported are indicated by an X symbol. This way they keep their position in the filter list and when they are supported again, the filter will be activated at this position.

Each filter can support multiple asset formats. Use the scroll bar to the right side of the list to review all entries.

You can:

- reorder the filters
- enable/disable support for certain asset formats
- add/remove filters
- determine whether assets of all formats shall be cataloged or only assets of the formats which are activated in the Order column. If **Catalog All Formats** is activated, Cumulus catalogs assets of all formats. For unknown formats (not listed or activated), the Cumulus Generic filter will be used.

To determine the way in which filters import information:

1. In the Order column, select the asset format entry and click **Properties**. (Disabled when no properties are available.)
A setup window appears. (If it is a Cumulus 4 Compatibility Filter, the Properties window appears. Within this window, click **Properties**. If available, a setup window appears.)
2. After making your adjustments, click **OK**.

You can also do the following on this tab:

[Move formats up or down in the list](#)

[Edit formats](#)

{button ,AL(`catalog options',0,`,`')} [See also](#)

Tailoring Cumulus

Setting Cataloging Options, Asset Formats Tab

Moving Formats in the List

You can click each column header (Order, File Format, Extension, or Filter) to toggle the asset format order from ascending to descending or vice versa.

When cataloging, Cumulus starts searching for matching filters at the lowest entry number. It employs the filters in the order in which they are found. If you are not satisfied with the result of cataloging certain asset types, check the order of the filter entries. The filter that best suits your needs may come later in the order than other matching filters.

Note: [Record Field Linking](#)

If Read One is activated for the field link, only the metadata read by the first matching filter will be stored with the record.

Use the arrow buttons to the right of the list to change the order of the entries.

Arrow Button		Description
	First	Moves the selected format to the top of the list.
	Move Up	Moves the selected format up one position within the list.
	Move Down	Moves the selected format down one position within the list.
	Last	Moves the selected format to the bottom of the list.

{button ,AL(^ catalog options',0,'')} [See also](#)

Tailoring Cumulus

Setting Cataloging Options, Asset Formats Tab

Editing Asset Formats

A checkmark appears next to all enabled asset formats. Enabling a specific asset format loads it into memory. Disabling asset formats you rarely use improves program performance.

As Canto adds new asset formats, you can download them free of charge from our web site (www.canto.com). To install and use a new format, download it and follow the online installation instructions. Once installed, the format appears in the Cataloging Asset Formats list, but must be enabled.

To enable or disable a specific format:

1. In the Order column, select the filter entry.
2. To enable/disable, click **Activate/Deactivate**.

Extending Generic Filter Options

Cumulus can catalog any digital asset. If **Catalog All Assets** (above the list of asset formats) is activated and Cumulus encounters an asset for which no specific filter is available, then it uses its generic filter. You can expand the Cumulus generic filter's capabilities to create your "own filters." For assets that don't have specific filters provided by Cumulus, you can define a thumbnail for the asset format by using the generic filter.

If you use filters that you've created on your own, check the Canto Web site from time to time to see if a more powerful filter has been developed that you could use.

To set up a new filter:

1. Under **Cataloging Asset Formats**, click **Add**.
The General Filter Properties window opens.
2. Enter the appropriate windows extension (e.g., *.eps) in the File Extension field.
3. Enter the desired format name in the Format field.
If your system is aware of the asset type, its name may be entered for you.
4. Enter the Mac OS file type in the Mac OS File Type field. The file type will always be 4 characters in length.
5. Choose the thumbnail you want displayed for the asset. You can use either use the asset's Windows Explorer icon or an image that you specify.
If you want to specify a thumbnail image to be used for your assets, click the Browse button. As a static thumbnail you can use any BMP file.
6. Click **OK** to save your new filter. New filters are available immediately after you close the Cataloging Options window.

New filters are placed at the top of the filter list by default. Use the arrow buttons to the right of the list to move the filter down in the list, if necessary.

TIP: If anything goes wrong while cataloging, check the file extension!

{button ,AL(^catalog options',0,'')} [See also](#)

Tailoring Cumulus Customizing the View

The View Customization window lets you customize the [Thumbnail view](#), the [Details view](#) and the [Palette Mode](#).

To open the View Customization window:

1. Select **View => Customize**.
The View Customization window appears.
2. Move from one tab to another by clicking a tab title.
3. Make your selections and click **Apply**. To activate all selections and exit the window, click **OK**. To cancel, click **Cancel**.

The View Customization window has different tabs that provide access to each of its options. The options can be set for Thumbnail View, the Details View and the Palette Mode. Each tab shows a list of displayed fields with information on the field type and the properties of the field: font type, style, size, and color.

The following buttons are provided for customizing the views:

Button	Description
Properties	Displays a dialog box to define the font used for the display of the selected field.
Add Before	Inserts a field above the selected field. A dialog box appears for selecting the field to be added.
Add After	Inserts a field below the selected field. A dialog box appears for selecting the field to be added.
Remove	Removes the selected field from the view.
Background Color	Displays a dialog box for selecting a color for the background.
Save as Default	Saves the current selections as the default view for the current catalog.
Restore Default	Sets all selections to the values of the last stored default for the current catalog.

The Thumbnail View tab also offers the following options:

Option	Description
Image Size	Sets the size of the thumbnail image.
Spacing	Defines the spacing around the record.
Show Frame	Displays the record within a frame.

To reorder the entries in the list, click the appropriate arrow button:

Arrow Button		Description
	First	Moves the selected entry to the top of the list.
	Move Up	Moves the selected entry up one position within the list.
	Move Down	Moves the selected entry down one position within the list.
	Last	Moves the selected entry to the bottom of the list.

Slide Show

Creating a Slide Show

Cumulus includes a special application for presenting the assets' previews as a slide show. This functionality is only available when QuickTime is installed on your computer (QuickTime 4.0 is recommended). Once you have created a slide show, you can save it as a QuickTime movie and/or e-mail it.

To create a slide show:

1. Arrange the records in the record pane in the order you want them to appear in the slide show. The order will be from left to right, top to bottom.
2. Select the records to comprise the slide show.
3. Select **Collection => Slide Show**.
A dialog appears from which you can select options for the slide show.
4. Make your selections. For further information, see [Configuring a Slide Show](#).
5. Click **OK**.

The slide show will be created. After creation, the [Slide Show window](#) appears.

Slide Show

Understanding the Slide Show Window

This is the window of the slide show you created with Cumulus.

Starting

To run the slide show: Click .

Changing Properties

You can change the properties of the slide show - which is actually creating a new slide show - using the same assets. To change the properties:

1. Select **File => New Slide Show**.
A dialog appears from which you can select options for the slide show.
2. Make your selections. For further information, see [Slide Show Properties](#).
3. Click **OK**. The slide show will be rebuilt.

Saving or Mailing As Movie

You can save or e-mail your slide show as a QuickTime movie. A saved or e-mailed slide show can be opened with QuickTime.

To save the slide show as a movie: Select **File => Save As Movie**.

To e-mail the slide show as a movie: Select **File => Mail As Movie**.

Playing Full Screen

To set up the slide show to run on full screen: Select **Edit => Full Screen**.

To start or stop the show: Double-click anywhere. To toggle Full Screen on and off, use CTRL F.

Playing in a Loop

To set up the slide show to run in a loop: Select **Edit => Loop**.

To stop a looping show: Click .

Closing

To close or exit the slideshow: Select **File => Close** or **Exit**.

NOTE: If you close or exit the slide show without first saving it as a movie, it will be lost.

Slide Show

Configuring a Slide Show

Timing

Seconds per Asset Determines how long each slide (asset's preview) is displayed. However, if you assign audio/sound fields to the slide show, the length of the sound field determines the duration of the display of the asset's preview.

Loop Activates a looping (i.e., continuous repetition) of the slide show.

Background Color You can define a background color for the slide show by clicking **Choose**.

Size Defines the size of the display as either full screen or custom-defined (height and width in pixels). **Scale to Fit** scales the display of smaller assets' previews up to the selected size.

Compression Defines the type of compression for the slide show.

Note: The more a file is compressed, the less memory it requires and the faster it loads, but the quality suffers.

Lossless Compresses the slide show without any image quality degradation.

Standard Employs default compression values.

Custom Permits selection of compression methods. You can select specific compression settings by clicking **Settings**.

Transition Effects Determine the type of transition effect from one slide to the next.

None One slide will change to the next without any transition effect.

Random A transition effect will be chosen at random for each transition from one slide to the next.

Custom Permits selection of the transition effect for the whole slide show. You can select specific transition settings by clicking **Settings**.

Sound You can attach sound to the slide show for the whole duration from a sound file and/or for each slide (asset preview) from an audio field stored with the asset's record. If both are attached, they may overlap and both can then be heard.

From Audio Field Attaches the sound from the audio field of the catalog. You can select the audio field by clicking the arrow button.

Background Sound From File Attaches sounds from a selected AIF or WAV file. You can select a sound file by clicking **Browse**. The sound will loop according to the duration of the slide show.

Text Display You can have the text of string field stored with the asset's record displayed with each slide (asset preview).
Select the field you want to be the source for the displayed text by clicking the arrow button. You can also define settings for the displayed text by clicking **Settings**. A dialog for defining the properties for the displayed of the text opens.

To build the slide show: Click **OK**.

Slide Show Menus

Slide Show File Menu

The File menu of the Slide Show offers the following options:

Menu Option	Description
New Slide Show (Properties)	Returns you to the dialog box for configuring the current slide show. Changing the properties of a slide show actually replaces the current slide show with a new one using the same assets.
Save As Movie	Saves the slide show as a QuickTime movie. Opens a standard Save As dialog box. Once the slide show is saved as a movie it can be opened and played with the usual QuickTime MoviePlayer. Note: Send the mail before closing the slide show – otherwise the attachment will be gone along with the slide show.
Mail As Movie	Use this option to attach the slide show as a QuickTime movie to an outgoing e-mail message. A slide show e-mailed as a movie can be opened with QuickTime. Note: Send the mail before closing the slide show – otherwise the attachment will be gone along with the slide show.
Close	Closes the slide show without saving. Note: If you close or exit the slide show without first saving it as a movie, it will be lost.
Exit	Closes the slide show without saving. Note: If you close or exit the slide show without first saving it as a movie, it will be lost.

Slide Show Menus

Slide Show Edit Menu

The Edit menu of the Slide Show offers the following options:

Menu Option	Description
Undo	Reverts operations in fields, but cannot undo other operations.
Cut	Removes the current selection and places it on the Clipboard so that it can be pasted elsewhere.
Copy	Copies the current selection and places it on the Clipboard so that it can be pasted elsewhere.
Paste	Places the contents of the Clipboard into the current location or insertion point.
Full Screen	Displays the slide show using the entire screen.
Loop	To start or stop the show: Double-click anywhere. Check/uncheck to activate/deactivate looping of the slide show.

Configuring a Slide Show

Text Display Properties

Font Style

Font	Defines the font for the displayed text. You can select the font by clicking the arrow button and selecting the corresponding entry.
Style	Defines the font style (e.g. bold, italic) for the displayed text. You can select the font style by clicking the arrow button and selecting the corresponding entry.
Size	Defines the font size for the displayed text. You can select the font size by clicking the arrow button and selecting the corresponding entry.
Lines	Defines the number of lines for the text display.
Text Color	Defines the color of the displayed text. You can select the color by clicking the arrow button and selecting the desired color.
Anti Alias	Edges of characters get smoothed out.
Scale on Resizing	The size of the font will be resized depending on the size of the slide show window.
Drop Shadow	A shadow is displayed underneath the text.

Scrolling

	Once one of these options is activated, the text will scroll.
Scroll Out	The text is displayed (according to the text justification; see below) and scrolls out.
Scroll In	The text scrolls in and stays displayed (according to the text justification; see below).

NOTE: You can activate both options. Then the text will scroll in and out.

Scroll Direction

	These options are only available, if one of the scrolling options is activated.
Reverse Scrolling	The text scrolls vertically: from left to right in or out. horizontally: from top to bottom in or out.
Horizontally	The text scrolls horizontally.
Vertically	The text scrolls vertically.

Text Justification

Center	The display or scrolling of the text is centered.
Left	The display or scrolling of the text is aligned to the left.
Right	The display or scrolling of the text is aligned to the right.

To apply these properties to the slide show: Click **OK**.

Catalog Administration

NOTE: With a Cumulus Single User Edition, the single user can administer Cumulus. With a Workgroup Edition, only the Cumulus Administrator is allowed to administer Cumulus and the catalogs for workgroups.

As single user or Cumulus Administrator, you can:

- [Register the Cumulus software](#)
- Single User: [Create a catalog](#), Administrator: [Create a catalog for workgroups](#)
- [Modify catalog properties](#)
- [Back up a catalog](#)
- Single User: [Restore a catalog you backed up](#), Administrator: [Restore a backed-up catalog for workgroups](#)
- [Recover deleted records](#)
- [Compress catalogs](#)
- [Make empty copies of a catalog](#)
- [Set a catalog as default](#)
- [Restore factory defaults](#)
- [Convert a catalog](#)
- [Monitor catalog activity](#)
- [Copy catalogs](#)
- [Divide catalogs](#)
- [Merge catalogs](#)
- [Repair a catalog](#)
- [Update catalogs from earlier versions](#)

For information on solving problems, see [Troubleshooting](#) and [Technical Support](#).

{button ,AL(^administrator',0,',')} [See also](#)

 **Catalog Administration**
Registering the Cumulus Software

[Registering the Cumulus Single User Edition](#)

[Registering the Cumulus Workgroup Edition](#) (Cumulus Administrator only)



Catalog Administration

Registering the Cumulus Software (Single User Edition)

Registering Cumulus should be considered part of the Cumulus installation process. Registration entitles you to technical support from your distributor free of charge via e-mail (see [Technical Support](#)), and is also required for you to be able to activate any future updates or add-ons. If you are installing any optional add-ons right now, make sure to read "Activation Key" below.

The fastest and easiest way to register your copy of Cumulus is on the World Wide Web. If you do not have a Web connection, you can also print the registration form out and fax or mail to Canto .

To register Cumulus on the Web:

1. Select Help => License.
The License dialog box appears.
If you're also registering an optional add-on, click **Add** and type its serial number in the dialog that appears.
2. Click WWW Registration.
Your Web browser launches and initiates a connection to the Canto registration site.
3. Fill out the online registration form and submit it. All required serial numbers and ID's are filled in automatically.

If you don't have Internet access, you can fill in a registration form and register via e-mail, fax or regular mail.

NOTE: You need to have the Adobe Acrobat Reader installed on your computer in order to register Cumulus via e-mail, fax or conventional mail. If you do not have the Acrobat Reader, you can find it on the Cumulus CD in the English\Documentation\ folder.

To register Cumulus via fax or mail:

1. Select Help => License.
The License dialog box appears.
If you're also registering an optional add-on, click **Add** and type its serial number in the dialog that appears.
2. Click Print Registration.
A dialog box appears for you to save a copy of the registration form.
3. Accept the name and path suggested by Cumulus or choose your own and click **Save**.
Cumulus launches the Acrobat Reader, which opens the registration form.
4. Fill out the form on your computer. All required serial numbers and ID's are filled in automatically.
5. Save the form.
6. Send it as an attachment to an e-mail message to: registration@canto.de
OR
Print the form, then fax or mail it to the address listed for your region.

Activation Key

If you purchased any optional add-ons, you will need an Activation Key from Canto in order to integrate them into your Cumulus system. To get an Activation Key, enter the serial number in the License dialog box before clicking **WWW Registration** or **Print Registration**.

Once you have received your Activation Key from Canto, enter it into the Activation Key field in the License dialog box. Click **Apply**, and your add-ons will be activated and ready to go.

{button ,AL(^administrator',0,'')} [See also](#)



Catalog Administration

Registering the Cumulus Software (Workgroup Edition)

Registering the Cumulus Workgroup Edition is the job of the Cumulus Administrator, who registers the software for the Cumulus Server and all Cumulus Clients.

To register a Cumulus Workgroup Edition:

1. On the machine running the Cumulus Server, open the Windows Control Panel and double-click the Cumulus Server icon. The Server Properties dialog box appears.
2. On the General tab, click **License**. The License dialog box appears, from which you can register the Cumulus Edition. For more information, click the **Help** button in the License dialog box.

Catalog Administration **Configuring a Catalog**

You can configure:

- how Cumulus saves catalogs
- whether to enable or disable the Cumulus log
- the maximum number of entries (or records) a catalog may have
- whether to save cataloged assets to a [central location](#)
- the default thumbnail size
- whether to allow duplicate category names
- permissions and access

All catalog configuration is controlled from the Catalog Properties dialog box.

To view or modify catalog properties:

1. Select **Catalog => Properties**.

The Catalog Properties dialog box consists of five tabs:

- [General](#)
- [Asset Location](#)
- [Sharing](#)
- [Record Fields](#)
- [Category Fields](#)

Move from one tab to another by clicking the tab title.

2. Make your selections and click **Apply**. To activate all selections and exit the dialog box, click **OK**. To cancel, click **Cancel**.

{button ,AL(^configure',0,',')} [See also](#)

Catalog Administration

Configuring a Catalog

Catalog Properties, General Tab

The General tab includes the following options:

Option	Description
Catalog, Location	Location and file name of current catalog file.
Catalog, Name	Catalog name that appears to clients. This name may differ from the actual file name.
Thumbnail Size	<p>Sets the default thumbnail size for the current catalog (64 x 64, 128 x 128 and 256 x 256 pixel). Larger thumbnails offer more detail, but small thumbnails need less space.</p> <p>The thumbnail size you select becomes the default size for the catalog. You can still view thumbnails at different sizes, but each view is scaled from the size at which the thumbnail was created.</p> <p>If you change the default size, existing records in the catalog do not change, but thumbnails for new records are created according to the new setting unless you update them.</p>
Category Names	<p>Controls how Cumulus handles duplicate categories. Available options include:</p> <ul style="list-style-type: none">• Allow Duplicate Names allows Cumulus to use the same name for multiple categories. When typing duplicate category names, you must include the full path. Otherwise, Cumulus will use the first category it finds. The path is not required when you drag and drop categories.• Keep Category Names Unique prevents the duplication of category names. If you try to assign a name that is already in use, Cumulus displays a warning. Enabling this option does not affect existing categories.

The [Advanced Settings](#) button opens a dialog box where you can configure catalog operation and view database statistics.

{button ,AL(^configure',0,','')} [See also](#)

Catalog Administration

Configuring a Catalog

Catalog Properties, Asset Location Tab

The Asset Location tab includes the following options:

Option	Description
Copy Assets to Central Location	<p>Enables you to copy cataloged assets to a special folder called a central location on the Cumulus Server. Available central location options include:</p> <ul style="list-style-type: none">• Never disables central location functionality.• As Set in Cataloging Options allows each client to determine whether cataloged files should be copied to a central location or remain in their original location. If you choose this option, Cumulus asks you to specify a central location.• Always configures Cumulus to always copy cataloged assets to the central location. When you select this option, Cumulus asks you to specify a central location.

The **Browse** button opens a dialog box for selecting the central location.

{button ,AL(^configure',0,'')} [See also](#)

Catalog Administration

Configuring a Catalog

Catalog Properties, General Tab

To update existing records to a new thumbnail size:

1. Select the record you wish to update.
2. Select **Catalog => Update Record** and then **Always**.
Cumulus creates new thumbnails for the selected records.

{button ,AL(^configure',0,'')} [See also](#)

Catalog Administration

Configuring a Catalog

Catalog Properties, Sharing Tab

Sharing enables you to set a password for the current catalog. All other options are disabled for the Cumulus Single User Edition.

Option	Description
Password for Write Access	Sets the password for write access to the catalog. If enabled, users must enter this password in order to make changes to the catalog (modify records and categories, etc.).

The rest of the options on this tab are only active in the Cumulus Workgroup Edition, and are only available to the Cumulus Administrator:

Option	Description
Sharing	
Share Catalog	Enables/disables sharing of the active catalog. Has the effect of opening or closing the catalog on the Cumulus Server. If a catalog is available for sharing, every Client can access it.
Publish Catalog to Internet	Publishes the active catalog to the Internet. Only has an effect if the Cumulus 5 Web Publisher is installed with the Cumulus Workgroup Edition.
Restrict User Permissions	Enable/disable to set specific access permissions for individual users. If disabled (not checked), every user has all access permissions.
Users list	List of users who can currently access the active catalog.
This User May:	
Open This Catalog	Enables/disables selected user's permission to open the active catalog.
Modify Category List	Enables/disables selected user's permission to modify category list of active catalog.
Modify Records	Enables/disables selected user's permission to modify records in active catalog.
Delete Records	Enables/disables selected user's permission to delete records from active catalog.
Transfer Assets	Enables/disables selected user's permission to download assets managed by active catalog via the optional Cumulus 5 Web Publisher.

Button	Description
Add	Opens a dialog for adding a new user to the list.
Delete	Opens a dialog for deleting the selected user from the list.
Rename	Opens a dialog for renaming the selected user.

{button ,AL(^configure',0,',')} See also

Catalog Administration

Configuring a Catalog

The Write Access Password

You set the password for write access in the Catalog Properties dialog box, on the Sharing tab.

The Write Access Password sets the password for creating a write-protected catalog.

{button ,AL(^configure',0,"")} [See also](#)

Catalog Administration

Configuring a Catalog

Record Fields and Category Fields Tab

The Record Fields tab displays the list of record fields for the current catalog.

The Category Fields tab displays the list of category fields for the current catalog.

Option	Description
Name	Name of the field, as defined in the properties of the field.
Type	Type of the field , as defined in the properties of the field.
Sorting (only Record Fields tab)	Record Field can be used for sorting (yes) or not (no); defined in the Field Properties .
Contain Search (only Record Fields tab)	Only for string fields: whether the operators 'contain' or 'doesn't contain' are available for searching.

The **Properties** button opens a dialog box for defining the selected field. For further information, see [Record Field Properties](#) or [Category Field Properties](#).

The **Add Field** button opens a dialog box for selecting the field to be added.

The **Delete** button removes the selected field from the list. Certain fields are protected and cannot be deleted. For these fields the button is disabled.

{button ,AL(^configure',0,',')} [See also](#)

Catalog Administration

Configuring a Catalog

Record Field Properties

The Record Fields Properties dialog box includes the following fields/options:

Field/Option	Description
Name	Name of the field
Type	Field type as defined in the list.
Allow User to Edit	Allows user to edit the field value.
Initial Value	If no other data is available, the field will be filled with an initial value (as defined in the list below, for details see Initial Values for Fields).
Indexing, Index for Sorting / Searching	Field can be used for sorting and searching.
Indexing, Index for Contain Searching	Field can be used for searching by means of the operators 'contain' or 'doesn't contain.'
Linking, When Adding Assets	When adding assets, the selected record field will be filled automatically. (Read One : only the first matching field will be used).
Linking, When Updating Records	When updating records, the selected record field will be filled automatically. (Read One : only the first matching field will be used).
Linking, When Saving to Asset	Any changes in field contents will be written back to the asset.
Link to Asset Fields, Link to all Matching Fields	The field whose properties you define in this dialog box will be filled by data of all asset fields with the same GUID (globally unique identifier) or name and type.
Link to Asset Fields, Link to the Following Fields	The field whose properties you define in this dialog box will be filled by data of the asset fields defined in the list below. When activated, a dialog asks you to select a list of all matching fields.

The **Add** button adds a field to the list of linked asset fields.

The **Remove** button removes the selected field from the list of linked asset fields.

For further information on field linking, see [Record Field Linking](#).

{button ,AL(^configure',0,',')} [See also](#)

Catalog Administration

Configuring a Catalog

Record Field Properties, Linking Record Fields

Some asset formats (such as JPEG) can contain metadata. Cumulus can store and manage this metadata by linking record fields to asset fields. The asset fields are provided by the Cumulus application, the Asset Storage modules and the filters.

You can decide when the linking should happen (when adding assets and/or updating records), and whether changes to the metadata should be written back to the asset field. Changed metadata can only be written back to the asset field if this function is supported by the filter or Asset Storage module used for cataloging.

If the record field's type is String, you can also decide whether the linking applies to all (**Read All**) or only the first (**Read One**) matching asset field. If the **Read All** option is activated, the values of the linked asset fields are read consecutively.

You can link a record field to all matching asset fields of an asset or only selected ones. If you select the **Link to All Matching Fields** option, Cumulus will fill the record field with the data from all asset fields that have the same GUID (Globally Unique Identifier) or name and type.

If you select **Link to the Following Fields**, Cumulus offers to provide you with a list of all matching fields to start with.

If **Link to the Following Fields** is activated, you can add or remove asset fields to the list by clicking the corresponding button. When you click the **Add** button, Cumulus displays a list of available asset fields.

NOTE: Field linking checks for [field types](#). Additionally to its own type a field may be linked only to certain other field types.

Integer fields accept: String, Boolean, Real

Real fields accept: String, Boolean, Integer

Boolean fields accept: String, Integer, Real

Date fields accept: String

String List fields accept: String

String fields accept: Boolean (true, false), Integer, Real, Date, String List (exact string matching)

Binary fields accept: Audio, Picture

{button ,AL(^configure',0,',')} [See also](#)

Catalog Administration

Configuring a Catalog

Record Field Properties, Initial Value

To add a default text to a field (e.g. the Notes field) of all newly cataloged assets in a certain catalog, you have to enable the option **Initial Value** for the field and enter the text you want to have as default.

NOTE: Initial Value for String List Field

The initial value of a String List field must be one of the terms which you entered into the [String List dialog](#).

NOTE: Initial Value for Boolean Field

The initial value of a Boolean field is "false" if the text entry field is empty or contains **0** or **false**. If the text entry field contains any other value than **0** or **false**, the initial value is set to "true". If you work in a multilingual environment it is highly recommended to use the value **0** (for false) or **1** (for true) as these are language independent and will work with Cumulus versions of any language.

{button ,AL(^configure',0,',')} [See also](#)

Catalog Administration

Configuring a Catalog

Category Field Properties

The Category Field Properties includes the following options:

Option	Description
Name	Name of the field as defined in the field properties.
Type	Type of the field, to be defined using the list opened by the arrow-down button.
Allow User to Edit	Allows the user to edit the field value.
Initial Value	If no other data is available, the field will be filled with an initial value (as defined in the list below).

The button **Edit List** is only enabled when the [field type](#) is String List. It displays a dialog box for editing the values. (For details, see [String List](#).)

{button ,AL(^configure',0,',')} [See also](#)

Catalog Administration

Configuring a Catalog

Catalog Properties, Add Field

The Add Field dialog box displays a list of fields that can be added.

Name Name of the field as defined in the [field properties](#).

Type Type of the field as defined in the [field properties](#).

Provider Name of filter or Asset Storage module which provides the field.

The following options determine the contents of the list:

Show Cumulus Internal Fields All Cumulus internal fields are shown in the list.

Show Filter Fields All filter fields are shown in the list.

Show Asset Storage Fields All Asset Storage fields are shown in the list.

The **Custom** button opens the Record Field Properties dialog box for creating a user-defined field.

{button ,AL(^configure',0,',')} [See also](#)

Catalog Administration

Configuring a Catalog

Catalog Properties, Link Record Field

If **Link to the Following Fields** is activated, you can add or remove asset fields by clicking the corresponding button. When you click the **Add** button, a list of available asset fields is displayed.

These asset fields are provided by the Cumulus application, the Asset Storage modules and the filters.

To link an asset field to a record field:

1. Select the field which you want to link to the record field.
2. Click **OK**.

{button ,AL(^configure',0,',';')} [See also](#)

Catalog Administration

Configuring a Catalog

Catalog Properties, Advanced Settings

Catalog Operation

Save Changes Immediately (Safer)	Saves catalog changes as soon as they are made. This slows overall performance, but is safer.
Save Changes Later (Faster)	Saves catalog changes later. This improves performance, but in the event of a system crash or power failure, you may find that your catalog has lost some changes you made, or needs to be repaired.

Database Statistics

Memory Usage, Total Used	Displays the memory space used by Cumulus at this moment
Memory Usage, Used by Catalog	Displays the memory space used by the current catalog
Memory Usage, Required by Catalog	Displays the minimum memory space required for the current catalog
Memory Usage, Recommended for Catalog	Displays the memory space recommended for the current catalog
Disk Usage, Records Deleted	Displays the number of records that are deleted but could still be recovered
Disk Usage, Compression Would Reclaim	Displays the memory space that would be set free by compressing the catalog
Disk Usage, Space Free On Disk	Displays the available disk space (see Elements Determining Record Size)

{button ,AL(^configure',0,',')} [See also](#)

Catalog Administration

Configuring a Catalog Elements Determining Record Size

An empty Cumulus catalog is 590 KBs in size and requires about 80 KBs of RAM. To ensure fast searching and retrieval of information, Cumulus indexes all record data. This index grows as the number of records in the catalog increases and can become quite large for records that contain a lot of text.

Three main elements determine the record size:

- **basic file information**

Cumulus automatically captures specific types of information during the cataloging process. Basic file information is one of the smallest parts of a record and does not vary significantly in size.

- **file-type-specific information**

Certain file types can contain additional information that Cumulus saves during cataloging. Available only for a specific file types, this information can include font lists used in a file, the languages used in a movie, or other relevant details. File-type specific information can be viewed in the [Asset Information window](#).

- **text in the record fields**

To ensure fast searching and retrieval of information, Cumulus indexes all record data, including text in the Notes field. Unusually large text amounts in the record fields can slow down cataloging performance. Keep text as brief as possible and avoid using unneeded words like the, a or an. You can enter up to 32 KB of information into the Notes field, but cataloging speed decreases as the amount of text increases.

- **thumbnail size and quality**

The thumbnail size that you select when setting up your catalog influences the size of a typical record and thus overall performance. Since Cumulus uses JPEG compression for grayscale and color thumbnails, the size of individual records varies depending on the thumbnail content. Higher quality thumbnails typically create larger records

For example, a catalog having 4,000 records and thumbnail quality of 128 x 128 pixels is approximately 50 MB in size. The same catalog with thumbnail quality of 192 x 192 pixels is 70 MB in size.

Disk Space Requirement (in Bytes) for Thumbnails Created at 96 x 96 Pixels

Color Mode	Normal	High
Line Art	428	1247
Grayscale	1392	2998
Color	1455	3612

Disk Space Requirement (in Bytes) for Thumbnails Created at 128 x 128 Pixels

Color Mode	Normal	High
Line Art	962	1955
Grayscale	1795	4374
Color	1909	5250

Disk Space Requirement (in Bytes) for Thumbnails Created at 192 x 192 Pixels

Color Mode	Normal	High
Line Art	1910	3366
Grayscale	2700	7660
Color	2849	9316

{button ,AL(^administrator',0,',')} [See also](#)

Catalog Administration **Compressing Catalogs**

Deleting or changing records creates unused space in a catalog. Although unused space does not decrease catalog performance, it can make a catalog unnecessarily large. You can reclaim this unused space by compressing the catalog.

While a catalog is being compressed it cannot be shared with clients. You should compress a catalog when it is not being used.

Compressing permanently deletes records from a catalog. After you compress the catalog, you will not be able to recover previously deleted records.

To compress the catalog:

1. Select **Catalog => Compress**.
A confirmation dialog appears, informing you that deleted records will no longer be recoverable after compression.
2. Click **OK** to proceed.
If any clients are still using the catalog, Cumulus asks you to disconnect them.
Cumulus compresses the catalog. The amount of time this takes depends on the size of the catalog and the amount of space to reclaim.

{button ,AL(^administrator',0,'')} [See also](#)

Catalog Administration

Backing Up Catalogs

You back up a catalog by copying it. You can do this employing your operating system but then the catalog has to be closed. You can back up an open catalog, if you employ the Cumulus Backup feature.

To back up a catalog using the Backup feature with Single User Edition:

1. In the open catalog that you wish to back up select **Catalog => Backup**.
The Backup window opens.
The name for the backup catalog file defaults to the same name as the original catalog file with the file name extension *.bak*. You may also choose the file name extension *.ccf*. There is no difference in format, but then you may need to choose a different name or a special backup location to avoid confusions with the original catalog.
2. Make your selection and click **Save**. The catalog is saved to disk.

To back up a catalog using the Backup feature with Workgroup and Enterprise Edition:

1. In the open catalog that you wish to back up select **Catalog => Backup**.
The Backup window opens.
2. Enter path of location, file name and file name extension (*.bak* or *.ccf*).
It is recommended to use the file name extension *.bak*. You may also choose the file name extension *.ccf*. There is no difference in format, but then you may need to choose a different name or a special backup location to avoid confusions with the original catalog.
3. Click **OK**. The catalog is saved to disk.

Backed up catalogs may be opened as you would open any other catalog. Only catalogs backed up as 'Minimal Backups' with former Cumulus versions require a few extra steps, as described under [Restoring a Backed Up Catalog](#).

{button ,AL(`administrator',0,`,`')} [See also](#)

Catalog Administration **Recovering Deleted Records**

You can recover deleted records from a catalog if:

- The file was not deleted along with the record. If the original file was deleted, the record cannot be recovered.
- **Keep Deleted Records Recoverable** is activated for the catalog in the General section of the Catalog Properties.
- The catalog was not [compressed](#) after the records were deleted.

To recover deleted records:

1. Open the catalog.
2. Select **Catalog => Recover Deleted Records**.
Cumulus recovers all available deleted records and displays them in the [Collection window](#). You can then browse through them and delete the ones you do not need.

{button ,AL(^administrator',0,'')} [See also](#)

Catalog Administration **Copying Catalogs**

You can copy, divide or merge catalogs without affecting the original assets.

Copy or move a Cumulus catalog as you would any other file, but be aware of the following:

- Do not move or copy a catalog file while it is open. Doing so may result in inconsistent catalogs.
- Before copying a catalog, close the [Collection window](#) and save any changes.

{button ,AL(^administrator',0,'')} [See also](#)

Catalog Administration **Empty Copy of a Catalog**

To create an empty copy of a catalog:

1. Open the catalog.
2. Select **Catalog => New Empty Copy**.
Cumulus creates a new empty copy of the active catalog. The catalog properties of the new catalog are the same as those of the active catalog.

{button ,AL(^administrator',0','')} [See also](#)

Catalog Administration

Setting Catalog as Default

To set a catalog as default:

1. Open the catalog.
2. Select **Catalog => Set As Default**.

The [Catalog Properties](#) of the current catalog will be used when you create a new catalog.

NOTE: Workgroup Edition Users Only

If the current catalog is a local catalog, the default is set for creating new catalogs on the local machine. If the current catalog is a remote catalog, the default is set for creating new catalogs on the Cumulus Server machine

{button ,AL(^administrator',0,',')} [See also](#)

Catalog Administration **Restoring Factory Defaults**

To restore the defaults for new catalogs to the 'out of the box' defaults:

1. Open a catalog.
2. Select **Catalog => Restore Factory Defaults**.
The defaults set by Canto will be used when you create a new catalog. These defaults are the 'out of the box' settings for [Catalog Properties](#).

{button ,AL(^administrator',0','')} [See also](#)

Catalog Administration **Converting Catalogs**

If the corresponding database connector modules are installed you can convert a catalog to adapt to another database engine.

To convert a catalog:

1. Open the catalog.
2. Select **Catalog => Convert To**.
A list of available options is displayed.
3. Select the database engine you want the catalog to be converted to.
The Copy Catalog dialog appears.
4. Name the catalog using the Connect String format which you would use for creating a new catalog based on the selected engine; e.g. for ODBC:
DSN= xyz;UID=xyz;PWD=yzx;CAT= *new catalog name*
or for Oracle:
UID=xyz;PWD=yzx;CAT= *new catalog name*
For further details on the Connect String format see the documentation for the corresponding connector.
5. Click OK .

The catalog will be copied and the copy will be adapted to the other database engine. To have access to the new catalog, you have to add it to the list of catalogs in the Catalog Access window.

{button ,AL(^administrator',0,',')} [See also](#)

Catalog Administration **Dividing Catalogs**

You can copy, divide or merge catalogs without affecting the original assets.

You may want to divide a catalog into two or more catalogs if any of the following conditions apply:

- The catalog has become too large. Each Cumulus catalog file can be up to 4 GB in size.
- The number of records in the catalog reduces performance significantly.

Try to divide records into logical, distinct groups. You can divide a catalog in one of two ways:

- Move small numbers of records by dragging and dropping them from one catalog to another.
- Move large portions of a catalog with [Export and Import](#) in the File menu.

{button ,AL(^administrator',0;',')} [See also](#)

Catalog Administration **Merging Catalogs**

You can copy, divide or merge catalogs without affecting the original assets.

You can merge multiple catalogs into a single catalog by copying first the categories and then the records from one catalog to the other. You can use either of the following methods:

- Drag and drop files between catalogs.
- Use the [Export and Import](#) commands in the File menu.

When merging one or more catalogs, remember the following:

- If the catalogs have identical category names and do not contain duplicate categories, you can drag and drop records from one catalog to another.
- If the catalogs share common categories but the records or hierarchies are different, move each category individually.
- If the catalogs have completely different categories, copy all categories to the new catalog.

{button ,AL(^administrator',0,'')} [See also](#)

Catalog Administration **Repairing a Catalog**

If a catalog is damaged, you can repair it with the Rebuild command. Repairing a catalog can take a long time, depending on the size of the catalog.

To repair a catalog:

1. Select **Catalog => Rebuild**.
2. If you are sure you want to recreate your catalog, click **OK** at the prompt.

{button ,AL(^administrator',0,'')} [See also](#)

Catalog Administration **Restoring a Backed-Up Catalog (Single User Edition)**

Only catalogs backed up as 'Minimal Backups' with Cumulus versions prior 5.5 are to be restored. You can restore a catalog you previously backed up.

To restore a backed-up catalog:

1. Select File => Open.
Navigate to the 'Minimal Backup' catalog file. You may have to select Cumulus Backup Files (.bak) from the drop-down list to see the file.
2. Click **Open**.
Cumulus confirms that you would like to rebuild a new catalog from the backup.
3. Name the new catalog file and click **Save**.
Once the catalog has been rebuilt, it opens. (The name you give the catalog here is a file name, not a catalog name. The catalog name will be included in the backed-up information.)

Remember that by rebuilding a compressed catalog, you are creating a new copy of it. If the original version of the catalog is still on your computer, keep track of which version of the file you're using.

{button ,AL(^administrator',0,',')} [See also](#)

Catalog Administration **Restoring a Backed-Up Catalog for Workgroups**

Only catalogs backed up as 'Minimal Backups' with Cumulus versions prior 5.5 are to be restored. Backed-up catalogs are restored from a Client logged on as Cumulus Administrator to the Server.

To restore a backed-up catalog:

1. Log on as Cumulus Administrator to the Cumulus Server (see [Logging On as Administrator](#)).
2. In the Catalog Access window, click **Restore**.
The Restore Catalog dialog box appears
3. In the **Enter remote path to catalog** field, enter the location where the backed-up catalog is stored (file extension *.bak*).
Since catalogs are stored on the computer running the Cumulus Server, the path you enter refers to a location on that computer.
5. Click **OK**.
Cumulus restores the catalog and adds it to the list of catalogs in the Catalog Access window.
6. To make this catalog available to Clients, select it and enable **Share Catalog**.

{button ,AL(^administrator',0','')} [See also](#)

Catalog Administration

Updating Catalogs from Earlier Versions

Catalogs created with Cumulus versions earlier than 5 must be updated before they can be used with Cumulus 5. The Cumulus Catalog Converter converts older catalogs into a format compatible with the latest Cumulus version. The converter for Windows converts only catalogs from Cumulus 4, because that is the only previous Cumulus version for Windows.

To convert a catalog from Cumulus 4:

1. Navigate to the location where you installed Cumulus 5 and double-click **Catalog Converter.exe**. The Cumulus Catalog to Convert dialog box opens.

2. Select the Cumulus 4 catalog you want to convert and click **Open**.

The New Empty Copy dialog box appears. Don't worry, this dialog invokes the right function. The new catalog won't be empty.

3. Select a name and location for the converted Cumulus 5 catalog and click **Save**. A progress bar appears to indicate the status of the conversion.

Once the progress bar disappears, your catalog is converted to a new Cumulus 5 catalog saved under the name and location you selected.

NOTE: If any problems occur while converting a catalog, it might help to open the catalog with your former Cumulus version before converting the catalog and invoke the function **Repair** from the Catalog menu.

{button ,AL(^administrator',0,',')} [See also](#)

Catalog Administration **Adding New Users or Groups to a Catalog**

Enter the name of the user or group you want to add.

NOTE: If you want to add (or rename) users, make sure the new names match the user names for logging on (Domains)

Cumulus Automation

Scripting API

Scripting API (Application Programming Interface) is based on the support of OLE Automation in Windows. In general, all of the functions and content of Cumulus (collections, records, etc.) can be accessed by means of these two technologies. These Scripting API capabilities offer the potential to realize solutions specific to your situation, from simple extension of basic Cumulus functions to complex integration of Cumulus with other applications.

OLE Automation is supported by

- Microsoft Visual Basic
- Microsoft Visual C++
- Microsoft Visual J++
- Borland Delphi
- PowerSoft PowerBuilder
- Userland's Frontier

The standard Cumulus installation comes with Cumulus API examples that you can use or modify to suit your needs.

The descriptions of various Scripting API examples that are included with Cumulus may give you some ideas about how you can apply Cumulus automation to your workflow. The source code for all examples described here is also included, so you can change it to adapt to your local processes. For further information, start with the [Index of Included Cumulus API Examples](#).

NOTE: Additional Functions Folder

The examples included with Cumulus are assigned to certain menus by default or stored in the Additional Functions folder (subfolder of the Menu Commands folder). You can easily assign a function to a menu by moving the example to the folder of the menu (subfolders of Menu Commands folder). You can also assign a function to a context menus (alternate mouse button actions) by moving them to the corresponding folders: Category Context Menu, Selected Category Context Menu, Asset Context Menu and Preview Context Menu (subfolders of Menu Commands folder).

{button ,AL(^automation',0','')} [See also](#)

Cumulus Automation Find Via Matching Categories

Finds records in the active catalog that are assigned to some or all of the same categories as the selected records.

To find via matching categories:

1. Select one or more records.
2. Select **Collection** (default) => **Find Via Matching Categories**.
A dialog box asks if you want records that have some assignments in common or the exact same assignments.
3. Click the search type of your choice.
The records are found and replace the current collection.

{button ,AL(^automation',0','')} [See also](#)

Cumulus Automation

Join Duplicate Categories

Searches the active catalog for duplicate categories. If any are found, the contents are merged into one of the categories. The remaining category is renamed to indicate that it is a duplicate. You are given the option of deleting the duplicate categories.

To join duplicate categories:

1. Open the catalog in which you want to search for duplicate categories.
2. Select **Category** (default) => **Join Duplicate Categories**.
The script searches for duplicates. If found, the contents are merged into the first occurrence of the category, and the duplicates are renamed. You are then given the option of deleting them.

{button ,AL(^automation',0,'')} [See also](#)

Cumulus Automation New Category from Date

Creates a new category in the active catalog that uses the current date and time for its name.

To create a new category from the current date:

1. Open the catalog in which you want to add the new category.
2. Select the assignend menu => **New Category from Date**.
The new category is added to the categories list.

{button ,AL(^automation',0,','')} [See also](#)

Cumulus Automation Export Records To Access

Exports the selected records in the active catalog to a Microsoft Access database file. Thumbnail data is included in the export as a BMP binary data stream (not as an OLE object, to view it you have to write a program or application).

To export records to Access:

1. Select one or more records.
2. Select **Special** (default) => **Export Records To Access**.
A dialog box opens from which you can choose one of the following options:
 - **Append record if table exists**
 - **Replace table if it exists**
3. Choose an option and click **Start Export**.
A dialog box appears from which you can choose a name and location to save the file.
4. Name the file and click **Save**.
The data is exported.

{button ,AL(^automation',0,'')} [See also](#)

Cumulus Automation Thumbnails To BMP Files

Exports the [thumbnail](#) images of the selected records in the active catalog to Windows (.bmp) files.

To export thumbnails:

1. Select one or more records.
2. Select the assignend menu => **Thumbnails To BMP Files**.
3. Click **Export**.
A dialog box opens from which you can choose a file name and location.
4. Choose a location to save the file and click **OK**.
The thumbnails are saved.

{button ,AL(^automation',0,'')} [See also](#)

Cumulus Automation Find Via Similar Thumbnails

This application is similar in nature to using the Find Window to locate a similar thumbnail. The difference is that this application can find similar thumbnails for more than one record at a time. It searches the entire catalog.

To find via similar thumbnails:

1. Select one or more records.
2. Select the assignend menu => **Find Via Similar Thumbnails**.
Records that have thumbnails that are similar in brightness and contrast to those in the selection are found and replace the current collection.

{button ,AL(^automation',0,'')} [See also](#)

Cumulus Automation Live Search

Continually runs the search query that was active in the catalog's [Find window](#) when the application was launched.

To use Live Search:

1. Select **Collection** (default) => **Live Search**.
2. Select a time interval for the application to repeat the search and click **Start**.
The search is repeated at the interval specified.

{button ,AL(^automation',0,'')} [See also](#)

Cumulus Automation Picture to Thumbnails

Replaces the thumbnails of the selected records with a chosen BMP, JPEG or GIF image.

To replace thumbnails with other pictures:

1. Select one or more records for which you wish to select a new thumbnail image.
2. Select the assignend menu => **Picture to Thumbnails**.
3. Click **Assign Thumbnail**.
A dialog box appears from which you can choose an image file.
4. Choose an image and click **OK**.
The thumbnails are replaced by the chosen image at the thumbnail size specified in the [Catalog Properties window](#).

{button ,AL(`automation',0,'')} [See also](#)

Cumulus Automation Show Category Folder

Works only on directory categories. A window with the corresponding directory is opened.

To show the category folder(s):

1. Select one or more directory categories.
2. Select **Category** (default) => **Show Category Folder**.
If more than one category is selected, a window will be opened for each category.

{button ,AL(^automation',0,','')} [See also](#)

Cumulus Automation Assign Selected Categories

Assigns all records selected in the [Record pane](#) to the categories selected in the [Category pane](#), or vice versa. (This is the opposite of [Detach Selected Categories](#).)

To assign records to multiple categories:

1. Select one or more records.
2. Select one or more categories to which you want to assign the selected records.
3. Select **Asset** (default) => **Assign Selected Categories**.
The records are assigned to each of the categories in the selection.

{button ,AL(`automation',0,'')} [See also](#)

Cumulus Automation

Detach From Selected Categories

Detaches all records selected in the [Record pane](#) from the categories selected in the [Category pane](#), or vice versa. (This is the opposite of [Assign Selected Categories](#).)

To detach records from multiple categories:

1. Select one or more records.
2. Select one or more categories from which you want to detach the selected records.
3. Select **Asset** (default) => **Detach from Selected Categories**.
The records are detached from each of the categories in the selection.

{button ,AL(^automation',0,','')} [See also](#)

Cumulus Automation Assign Status to Records

Assigns a status to a selection of records. You can also automatically assign status terms in the [Cataloging Options](#) dialog box.

To assign a status to multiple records:

1. Select one or more records.
2. Select the assignend menu => **Assign Status to Records**.
A dialog box opens from which you can see a list of the current status terms in the catalog.
3. Select a status term from the list and click OK.
The term is applied to each record in the selection.

{button ,AL(^automation',0','')} [See also](#)

Cumulus Automation Check After Location Changed

Updates records in the active catalog to reflect a new location of their assets. This is useful if you have cataloged assets from a remote drive or volume that has since been renamed or have simply moved cataloged assets to a new location. Without this application, the records would still "point" to the old asset paths. This application does not overwrite, move or otherwise affect asset files at all.

To update records to their new locations:

1. Select one of the records in the active catalog that still points to the old location of the assets.
2. Select **Asset** (default) => **CheckAfterLocationChanged**.
A dialog box appears asking you to locate the selected asset in its new location.
3. Find the selected record's asset on the newly renamed drive or volume and click **Open**. A window remains on the screen from which you can select some additional options for the update.
4. After you select the options you want, click **Check Now**.
The script searches the active catalog for all of the records that point to the old location of the assets and updates them to the new location.

{button ,AL(^automation',0,';')} [See also](#)

Cumulus Automation Count File Formats

Creates a text listing of the asset file types of the current collection of records in the active catalog. Each entry also lists the number of records whose assets are of that type. You can copy the selection and paste it into other applications using the standard copy and paste techniques.

To count the file formats in the active catalog:

1. Select one or more records.
2. Select the assignend menu => **Count File Formats**.
The file formats are counted and displayed in a text window.

{button ,AL(^automation',0','')} [See also](#)

Cumulus Automation Hot Folder

Watches a single asset folder for additions. Catalogs any assets added to the folder into the active catalog. (Works only on NTFS.)

To use Hot Folder:

1. Select **Special** (default) => **Hot Folder**.
A window appears from which you can select a folder to watch.
2. Select a folder and a time interval for the script to check the folder.
3. Click **Start**. (You can also drag a folder to the dialog box, which automatically selects the folder to be watched.)

NOTE: Hot Folder & Central Location

Do not activate the Hot Folder Function along with Central Location. With Central Location activated, the same assets are always cataloged as duplicates. With both activated together, all assets in the selected folder would be cataloged whenever an asset is added to the folder.

{button ,AL(^automation',0,','')} [See also](#)

Cumulus Automation Move Folder

Moves a folder of assets (and its subfolders) and updates the assets' records to reflect the folder's new location.

NOTE: The subfolders are dissolved when you move folders with this application.

To move a folder of assets:

1. Select **Special** (default) => **Move Folder**.
A dialog opens from which you can select the folder you wish to move (as well as where to move it).
2. Choose the folder's current location in the top field. (You can use the button to the right of the field to browse to the location.)
3. Choose the folder's new location in the bottom field. (You can use the button to the right of the field to browse to the location.)
4. Click **Move**.
The folder and its contents are moved. If a newer version of an asset being moved would be overwritten by an older version in the move, you are prompted to confirm the action.

{button ,AL(^automation',0,'')} [See also](#)

Cumulus Automation Optimization

Cumulus includes applets for optimizing your cataloging process.

Optimize for Safety presents a number of options from which you can select settings that favor data safety over performance:

1. Select the assigned menu => **Optimize for Safety**.
The options window appears.
2. Select the options you want and click **OK**.
The catalog options are changed.

Optimize for Speed presents a number of options from which you can select settings that favor performance over data safety:

1. Select the assigned menu => **Optimize for Speed**.
The options window appears.
2. Select the options you want and click **OK**.
The catalog options are changed.

{button ,AL(^automation',0','')} [See also](#)

Cumulus Automation Satellite

Displays a window that shows an at-a-glance view of the selected record, including thumbnail, categories listing and notes.

To use Satellite:

1. Select the assigned menu => **Satellite**.
The Satellite window appears.
2. Arrange the window so that you can see it and the catalog window.
When you select a record in the [Collection window](#), the record's information appears in the Satellite window.

{button ,AL(^automation',0,'')} [See also](#)



Cumulus Automation

Server Log Properties: Logging of Catalog Activities

Presents a number of options from which you can enable a log file and define its content.

NOTE: This script is only available for Workgroup and Enterprise clients under Windows and cannot be employed for Mac OS servers.

To enable and define the logging for a catalog:

1. Select assigned menu =>**Server Log Properties**. The Server Log Properties window appears.
In the field **Default Log Folder** you may enter another folder to serve as the default folder for log files.
2. Click **Enable Logging**.
In the field **Log Folder** you may enter another folder than the default folder to serve as the folder for the log file(s) of the current catalog.
3. If you want a separate log file for each day, enable **Daily Log File**. Daily log files have the advantage that you can delete those you don't need any longer.
4. Select the columns you want the log file to contain as well as their sequence by clicking the arrow buttons. To delete a column, click the minus option in the list: -
5. Select the events you want the log file to contain by check marking them.
6. Click **OK**. The catalog's activities will be logged in a file named after the catalog. If you enabled Daily Log File the date is added to the name (year-month-day).

{button ,AL(^automation',0','')} [See also](#)

Cumulus Automation Prepare To Write IPTC

If you want to write back IPTC data to assets, your Cataloging Options (entry for the IPTC filter activated) and the catalog managing these assets must be prepared for this feature. IPTC record fields have to be added and their properties have to be enabled for field linking, also **Writing Metadata to Asset** must be activated in the General Catalog Properties.

The script **Prepare To Write IPTC** makes the process of preparation easy. This script prepares the Cataloging Options of the user (who started the script) to be able to write IPTC data back to assets. For Single User and administrators of the Workgroup and Enterprise Edition it also prepares the current catalog.

1. Select Special (default) => **Prepare To Write IPTC**.
The dialog window opens.
2. Select the options you want and click **OK**.
A dialog opens displaying the fields that will be added to the catalog.
3. Click **OK**.
A message will inform you when script was finished successfully.

{button ,AL(^automation',0,'')} [See also](#)

Cumulus Workgroup/Enterprise Administration

If you have a Workgroup or Enterprise edition of Cumulus, you can:

- [Log on to the Server](#)
- [Open a Workgroup catalog](#)

If you have a Workgroup or Enterprise edition of Cumulus as well as a Single User edition, you can use your Single User edition as a client to connect to the Cumulus Server.

You need to have a Workgroup or Enterprise edition of Cumulus and administrator rights in order to be able to:

- [Log on as Cumulus Administrator](#)
- [Use the Catalog Access window](#) to administer catalogs
- [Create a catalog](#)
- [Add a catalog](#)
- [Disconnect Clients](#)

For information on solving problems, see [Troubleshooting](#) and [Technical Support](#).

{button ,AL(^administrator_w',0,','')} [See also](#)

Cumulus Workgroup/Enterprise Administration Logging On to the Cumulus Server

Note: If you have a Workgroup or Enterprise edition of Cumulus as well as a Single User edition, you can use your Single User edition as a client to connect to the Cumulus Server.

To log on to the Cumulus Server from a Client:

1. Select **File => Connect to Server**.
The Connect to Server dialog box appears.
2. Using the dropdown menu in the Server field, select the Server you wish to connect to. All currently active Cumulus Servers in the network appear in this list.

If your Cumulus Administrator specified a custom TCP/IP port number for the Client-Server connection, click **Options** and enter the number in the dialog that appears. Then click **OK** to return to the Connect to Server dialog box.
3. Select either **Guest** or **Registered User**. If connecting as a registered user, type your user name and password. Your Cumulus Administrator can help you determine which way you should log on.
4. To have Cumulus remember your password for future logons, select **Remember Password**.
5. Click **OK**.
The Catalog Access window appears.
6. Select a catalog and click **OK**.

To find out how to log on to the Server as Cumulus Administrator, see [Logging On as Administrator](#).

Cumulus Workgroup/Enterprise Administration Logging On as Administrator

To log on to the Cumulus Server as the [Cumulus Administrator](#), you connect to the Server from a Cumulus Client.

To log on to the Cumulus Server:

1. From any Cumulus Client, select **File => Connect to Server**.

The Connect to Server dialog box appears.

2. To change or enter your server's TCP/IP port number, click **Options**.

The Network Setup Dialog appears.

By default, Cumulus automatically finds an open port number and configures Server and Clients to use it. See your Administrator Guide for information on specifying a custom port number.

To accept the default setting, click **OK**.

If you previously changed the port number in the Server Properties dialog, type this port number and click **OK**.

To restore the default port number, click Default and click **OK**.

Every Client must specify a port number in order to be able to connect to the Server. If you are using a custom port number, make sure to tell every user which number they need to enter.

4. Using the dropdown menu in the Server field, select the Server you wish to connect to. All currently active Cumulus Servers in the network appear in this list.
5. Under **Connect as**, select **Registered User**.
6. Type the user name of the Cumulus Administrator in the Name field and the corresponding password in the Password field.
7. Click **OK**.

Note: For more information on the default Administrator user name and password, see the [Cumulus Administrator Guide](#).

The [Catalog Access window](#) appears. It lists all catalogs that are currently administered by the Cumulus Server. To open a catalog, highlight it and click **Open**.

{button ,AL(^administrator_w',0,',')} [See also](#)

Cumulus Workgroup/Enterprise Administration Creating Catalogs for Workgroups

New catalogs are created from a Client logged on as Cumulus Administrator to the Server.

To create new catalogs:

1. Log on as Cumulus Administrator to the Cumulus Server (see [Logging On as Administrator](#)).
2. In the Catalog Access window, click **New**.
The New Catalog dialog box appears
3. In the **Enter remote path to catalog** field, enter the location where the catalog will be stored.
Since catalogs are stored on the computer running the Cumulus Server, the path you enter refers to a location on that computer.
5. Click **OK**.
The new catalog appears in the list of catalogs in the Catalog Access window.
6. To make a catalog available to Clients, select it and enable **Share Catalog**.

You can also do the following:

- [Configure the catalog](#)
- [Customize application preferences](#)
- [Set cataloging options](#)
- [Customize the view](#)

You may want to create multiple catalogs if you encounter any of the following conditions:

- Assets fall into logically unrelated groups.
- The catalog file size becomes too large. Cumulus catalogs are limited to 4 GB. The number of records this permits depends upon the thumbnail quality/size settings and the amount of text in each record (e.g., in the Notes field).

{button ,AL(^administrator_w',0,'')} [See also](#)

Cumulus Workgroup/Enterprise Administration

Adding a Catalog

You can add an existing catalog to the list of catalogs administered by the Cumulus Server. Catalogs to be administered by the Server must be stored locally on the computer running the Server. If the catalog is not currently stored on that computer, move or copy it there before proceeding.

To add a catalog:

1. Log on as Cumulus Administrator to the Cumulus Server (see [Logging On as Administrator](#)).
2. In the Catalog Access window, click **Add**.
The Open Catalog dialog box appears.
3. Enter the name and full path of the existing catalog in the **Enter remote path to catalog** field.
Since catalogs are stored on the computer running the Cumulus Server, the path you enter refers to a location on that computer.
4. Click **OK**.

The catalog appears in the list of catalogs administered by the Cumulus Server. If you want Clients to be able to access this catalog, highlight it and enable **Share Catalog**.

{button ,AL(^administrator_w',0,'')} [See also](#)

Cumulus Workgroup/Enterprise Administration Using the Catalog Access Window

The Catalog Access window is the starting point for performing numerous administrative tasks. The Catalog Access window has the following buttons and options:

Button	Description
Open	Opens the selected catalog files. Opening a catalog as the Cumulus Administrator is the first step to modifying catalog properties.
New	Opens a dialog for creating a new catalog .
Add	Opens a dialog for adding an existing catalog to be administered by the Cumulus Server.
Remove	Removes catalogs from the list Cumulus Clients see when logging on the Cumulus Server. If one or more Clients are still connected to this catalog, the Disconnect Client dialog box appears. The catalog is not deleted, but it is no longer administered by the Cumulus Server and thus no longer available to Clients.
Restore	Opens a dialog for restoring a backup copy of a catalog to the catalog file you specify.
Option	Description
Properties of Selected Catalog, Share Catalog	Enabling this option makes a catalog available to Cumulus Clients. For more information, see Catalog Properties, Sharing Tab .
Properties of Selected Catalog, Publish Catalog to Internet	Enabling this option is the first step to publishing a catalog on the Internet .

{button ,AL(^administrator_w',0,'')} [See also](#)

Cumulus Workgroup/Enterprise Administration Monitoring Catalog Activity

You can monitor catalog activity from a special window.

To access the Activity Monitor window:

1. Select **Catalog => Activity Monitor**.

The Activity Monitor window appears.

This window monitors:

- how much work is being done in the catalog
- which users are connected to the catalog.

The Catalog Activity bar at the top of the window indicates the amount of Server resources currently being used by the active catalog. The table below this bar contains all users currently connected to the catalog as well as the name/IP address of the computer from which they're connected.

You can also use the Activity Monitor [to disconnect users from the catalog](#).

{button ,AL(^administrator_w',0,'')} [See also](#)

Cumulus Workgroup/Enterprise Administration Disconnecting Users

You need to disconnect clients before you perform various database repair operations, such as removing, compressing, or restoring catalogs. When you disconnect Clients, you can specify the time period before they are removed and the message they see when they are removed.

To disconnect Clients:

1. Select **Catalog => Activity Monitor**.
The Activity Monitor window appears.
2. Click **Disconnect User**.
When the Disconnect User dialog box appears, enter a number of minutes in the text box.
3. Enter a message in the **Message** field.
4. Click **OK**.

{button ,AL(^administrator_w',0,'')} [See also](#)

Working with the Cumulus Vault (Workgroup and Enterprise Edition only) Checking Assets In

When you're finished editing an asset that you checked out of the Vault, it needs to be checked back in to update the record's reference and allow other users to access it.

To check an asset into the Vault:

1. Highlight the record associated with the asset in the catalog.
2. Select **Asset => Check In**.
The Version Comment dialog box appears for you to enter comments on the version you're checking in (such as changes you made, reasons, etc.). Your name and the asset's name appear automatically in the fields at the top of the dialog.
3. Type your comments and click OK.

Cumulus checks the copies your version of the asset back into the Vault as the latest version and updates the associated record to reflect your changes.

Working with the Cumulus Vault (Workgroup and Enterprise Edition only) Checking Assets Out

When you check an asset out of the Vault, Cumulus copies the latest version currently stored in the Vault to wherever you specify. It then locks the associated record in the catalog so that no other users may access the asset while you're working on it.

To check an asset out of the Vault:

1. Select the record associated with the asset you would like to check out.
2. Select **Asset => Check Out**.
A dialog appears for you to select a saving location for the checked-out asset.
3. Select the desired location and click **OK**.

Once you're finished working with the asset, it needs to be checked back in.

Working with the Cumulus Vault (Workgroup and Enterprise Edition only) Viewing Asset Version History

The Version History dialog box gives you an at-a-glance view of an asset's version history.

To open the Version History dialog box:

1. Select the record associated with the asset whose version history you would like to view.
2. Select **Asset => Show History**.

The Version History dialog box appears. It shows you how many versions exist, who checked each version in and out, and when each version was checked in. It also includes an area containing the full-text comments the checking-in user made when checking the version in.

To view the comments on a particular version:

1. Highlight the desired version in the table.

The comments appear in the Comment area below the table.

Working with the Cumulus Vault (Workgroup and Enterprise Edition only) Getting Asset Versions from the Vault

When you're working with a catalog that's connected to the Vault, the assets you're working with may exist in multiple versions. This arrangement affects some of the commands that let you manage assets from within the Cumulus application. When you want to preview, delete, mail, copy, or move assets stored in the Vault, Cumulus prompts you to select the desired version of the asset.

To get the desired asset version from the Vault:

1. Select the record associated with the asset you want to get.
2. Select **Asset => Preview, Mail, Copy or Move**. (NOTE: Moving an asset version from the Vault also deletes it from the Vault. To be on the safe side, select **Copy** to get a copy of the desired version and leave the original untouched.)
The Select a Version dialog box appears.
3. Under Select a Version to Get, highlight the version you're interested in.
Any comments the checking-in user made on the select version appear in the Comment area of the Select a Version dialog. You can thus quickly see whether you've got the version you're looking for.
4. Click OK.
Cumulus starts the process for previewing, mailing, copying or moving the selected version, depending on your menu selection.

If you know you always want to get the latest version, you can configure your catalog so that Cumulus skips the Select a Version dialog and just gives it to you.

To always get the latest version:

1. Select **Cataloging => Cataloging Options**.
The Cataloging Options window appears.
2. Click the **Assets** tab.
3. Under Asset Storage Modules, highlight Cumulus Vault and click **Properties**.
The Cumulus Vault Properties dialog box appears.
4. Under When Getting Assets, enable **Always Get Latest Version** and click **OK**.
5. In the Cataloging Options window, click **Apply** to save your changes.

Working with the Cumulus Vault (Workgroup and Enterprise Edition only) Deleting Asset Versions from the Vault

When you want to delete an asset that's stored the Vault, the asset in question may exist in multiple versions. You have the option of deleting selected versions of the asset or all versions.

To delete selected asset versions(s) from the Vault:

1. Select the record associated with the asset you want to delete.
2. Select **Edit => Delete**.
The Select a Version dialog box appears.
3. Under Select a Version to Delete, highlight the version you'd like to delete.
Any comments the checking-in user made on the select version appear in the Comment area of the Select a Version dialog. You can thus quickly see whether you've got the version you're looking for.
If you decide to delete all versions now, click **Delete All**.
4. Click **OK**.
The Delete Warning dialog appears, asking if you would like to delete just the record or the record and its associated asset.
5. Click **Delete Record and Asset**. This ensures that the asset doesn't take up space in the Vault when it's not associated with a record in the catalog.
Cumulus deletes the record and the asset versions you selected.

If you know you always want to delete all versions, you can configure your catalog so that Cumulus skips the Select a Version dialog and starts deleting.

To always delete all versions:

1. Select **Cataloging => Cataloging Options**.
The Cataloging Options window appears.
2. Click the **Assets** tab.
3. Under Asset Storage Modules, highlight Cumulus Vault and click **Properties**.
The Cumulus Vault Properties dialog box appears.
4. Under When Deleting Assets, enable **Always Delete All Versions** and click **OK**.
5. In the Cataloging Options window, click **Apply** to save your changes.



Cumulus

Accelerator Keys

Accelerator keys are keyboard shortcuts to common menu commands and options.

If you want to...	Press...
Abort previews	Ctrl + full stop (.)
Browse categories or records	Ctrl + arrow keys
Catalog assets	Ctrl + B
Change to Palette Mode (and vice versa)	Ctrl + Shift + P
Connect to a Cumulus Server	Ctrl + Shift + O
Copy information	Ctrl + C
Close a catalog	Ctrl + F4
Create a new empty collection	Ctrl + Shift + N
Cut information	Ctrl + X
Delete selected record from collection or delete selected category from catalog	Delete
Delete selected record and optionally its asset from catalog	Ctrl + Delete
Display all records in a catalog	Ctrl + G
Display the asset information of a selected record	Ctrl + I <i>or</i> Alt + Return
Display the IPTC information of a selected record	Ctrl + Shift + I
Execute a search using the Find window	Ctrl + F
Launch context-sensitive help	F1
Move to the next dialog box tab	Ctrl + Tab
Move to the previous dialog box tab	Ctrl + Shift + Tab
Paste information	Ctrl + V
Preview a selected asset	Ctrl + Y
Print a selected item	Ctrl + P
Select/deselect category or record	Ctrl + Spacebar
Select/deselect multiple records or categories	Shift + arrow keys
Select all records or categories	Ctrl + A
Show the location of a record's asset	Ctrl + R
Switch between the Category and Record panes in the Collection window	Shift + Tab
View the asset information for a selected record	Ctrl + I <i>or</i> Alt + Return
View records assigned to the selected category	Alt + arrow keys
Zoom in on the Preview window	Ctrl + plus sign (+)
Zoom out of the Preview window	Ctrl + minus sign (-)

Contacting Us **Technical Support**

To provide you with easily accessible, first-class assistance, Canto has partnerships with numerous distributors and resellers around the world. Technical support from your distributor via e-mail is free of charge if you are a registered Cumulus user. For information on how to contact the distributor or reseller in your area, inquire where you purchased Cumulus or see Canto's Web site: www.canto.com

Before submitting your question, please review the support form in the documentation folder on your Cumulus CD-ROM to make sure that you provide technical support with the appropriate information.

If you are a registered Cumulus user and your distributor *does not* provide support for Cumulus, you may direct your questions to:

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You also have the option of purchasing a Canto Service Agreement, which not only includes priority technical support by telephone, but also supplemental benefits such as access to new filters and a monthly bulletin full of helpful tips, technical news and further information on Canto products. Please visit Canto's Web site (www.canto.com) to find out where to register for a Service Agreement and receive this extra support.

{button ,AL(^intro',0','')} [See also](#)

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***.cce**

The Cumulus Category Exchange file format, which Cumulus creates when exporting category information to other catalogs or applications. When you use the Cumulus import function, the categories to be imported must be held in a previously exported .cce file.

***.ccf**

The Cumulus Catalog file format, which Cumulus creates to manage cataloged digital media (or assets).

***.cfe**

The Cumulus Collection file format, which Cumulus creates to manage a [collection](#), a specified set of records from a catalog.

***.cqe**

The Cumulus Query Exchange file format, which Cumulus creates when saving a query.

***.cre**

The Cumulus Record Exchange file format, which Cumulus creates when exporting record information to other catalogs or applications. When you use the Cumulus import function, the records to be imported must be held in a previously exported *.cre* file.

***.tag**

The Cumulus Metadata Exchange file format, which Cumulus creates when cataloging assets from a location where you are allowed to save files. The file has the same name as the asset, with the extension *.tag*. TAG files hold all information that can be viewed in the Asset Information - and more. For example, if a particular asset has been cataloged into different catalogs, this information is part of that asset's TAG file.

Application Preferences dialog box

A dialog box that enables Cumulus users to define and customize global program settings.

Application Programming Interface (API)

A set of commands available to developers for creating applications that interact with Cumulus in order to provide new functionality.

Asset

A general term describing any type of digital media (including graphic, page layout, presentation, sound, and video files) used for a project. Compare with [Digital media](#).

Asset Information

The information about an asset as stored in the [record](#) associated with the asset.

Asset Information window

A special window that displays the information about a cataloged asset. This information is stored in the asset's record. See also [Record](#).

Asset Reference

The mechanism by which Cumulus trans the actual location of an asset in a Cumulus catalog.

Asset Storage Module

A component of Cumulus that manages the asset's storage (the access to its location). Cumulus employs different Asset Storage Modules, e.g. Windows File System, Mac OS File System, DCS File Support (to manage Desktop Color Separation files), OPI System Support (to manage Open Pre-Press Interface) and Cumulus Metadata Support. The Cumulus Metadata Support module enables the storage of an asset's metadata in a separate [TAG file](#).

Boolean

A system of logic based on two possible values: true or false. Cumulus uses the Boolean operators "and" and "or" to combine search conditions.

Catalog

A special file (with the extension `.ccf`) that Cumulus creates to manage cataloged assets. See also [Asset](#) and [Cumulus Catalog File](#).

Catalog file name

Name of the special file for a catalog (with the extension `.ccf`). The Catalog name defaults to this file name (without the extension). The catalog name can be changed without changing the catalog file name. See also [Cumulus Catalog File](#).

Cataloging

The process by which a user adds one or more [assets](#) to a catalog.

Cataloging Options dialog box

A special dialog box that controls the way in which Cumulus catalogs [assets](#).

Category

An organized group of records that appears in the Category pane. Categories serve as the organizational backbone of a Cumulus catalog.

Category Exchange File

See [Cumulus Category Exchange File](#).

Category pane

Located on the left side of the Collection window, the Category pane contains organized groups of records (called [categories](#)) that serve as the organizational backbone of a Cumulus catalog. The Category pane displays category and record names in a hierarchical list.

Client

A computer user who accesses a server application (such as the Cumulus Server) across a network.

Client/server architecture

A software configuration in which users (also called clients) access a server application across a network.

Collection

Any set of records from any one catalog, including their display properties. A collection can be saved (see [Cumulus Collection File](#)) and opened again. A collection - whether saved or unsaved - is always connected to its catalog. In order to open a particular collection you must have access to its catalog.

Collection window

A window featuring two panes ([Category pane](#) and [Record pane](#)) that function as the central user interface.

Compound search

A search query consisting of two or more search conditions.

Cumulus

An indispensable Digital Asset Management System for organizing and managing digital media (in a client/server environment). See also [Digital media](#) and [Client/Server Architecture](#).

There are different editions of Cumulus designed to meet the needs of anyone who wants to keep track of their digital media, from the budding photographer or hobby homepage designer to international multiple server, cross-platform environments in huge corporate settings.

- Cumulus Single User Edition
- Cumulus Workgroup Edition
- Cumulus Enterprise Edition

To meet individual workflow needs, the Cumulus product range offers the following Add-on products, e.g.:

- Cumulus Vault
- Cumulus Web Publisher
- Cumulus Viewer
- Asset Storage Modules
- Custom Database Connectors

Cumulus Administrator (Workgroup and Enterprise Edition only)

A person who configures and manages Cumulus catalogs. The Administrator is responsible for keeping the catalogs running smoothly for Cumulus Client users, backing up catalogs, and other tasks. For more information, see the special Cumulus Administrator Guide.

Cumulus application window

The main Cumulus window containing the menu bar, the toolbar, the status bar, and as "child" window(s) the [Collection window\(s\)](#) and the [Find window](#).

Cumulus Viewer

A Cumulus Add-on Product. The royalty-free application for publishing Cumulus catalogs on CD-ROM or other removable media (e.g., Syquest, Zip, Jaz, or MO cartridges).

Cumulus Catalog File

A special file (with the extension `.ccf`) that Cumulus creates to manage cataloged [digital media](#) (or [assets](#)).

Cumulus Category Exchange File

A special file (with the extension .cce) that Cumulus creates when exporting category information.

Cumulus Collection File

A special file (with the extension *.cfe*) that Cumulus creates to manage saved [collections](#).

Cumulus Administrator Guide (Workgroup and Enterprise Edition only)

A manual describing Cumulus Administrator procedures and functions.

Cumulus Record Exchange File

A special file (with the extension *.cre*) that Cumulus creates when exporting record information.

Cumulus Server

The computer where Cumulus Server software is installed and where Cumulus catalogs should reside.

Cumulus Internet Client (Enterprise Edition only)

A powerful CGI (Common Gateway Interface) application designed to publish and distribute assets over the Internet.

Cumulus Web Publisher

A Cumulus Add-on Product. A powerful CGI (Common Gateway Interface) application designed to publish and distribute assets over the Internet.

Details view

Each record appears in the [Record pane](#) as a text listing that includes fields you can define (e.g., record name, file format, resolution, etc.). See also [Thumbnail view](#).

Digital media

Any electronic media (including graphic, page layout, presentation, sound and video files).

Directory category

Directory categories are automatically created by Cumulus during the cataloging process. These automatically created categories resemble the folder or directory hierarchy in which the assets reside. They are identified by a small folder in their icons. They are created by default, but this option can be disabled.

Drag and drop

A way to move user-interface objects by dragging them with the mouse and dropping them into targets.

Asset filters

Software utilities that Cumulus uses to capture information about an asset during the cataloging process. For more information on the availability of new file filters, please see the Canto Website (www.canto.com).

Find window

Cumulus tool that enables users to search catalogs for records that match search conditions.

FTP

File Transfer Protocol. A standard Internet protocol, which is the simplest way to exchange files between computers on the Internet.

HTTP

HyperText Transfer Protocol. A standard Internet protocol, which is the most often used protocol in the World Wide Web to transfer information between servers and browsers.

IPTC

International Press Telecommunication Council. Standard for digital text applied to an image. Applications used for professional imaging, support IPTC; e.g. the text information in Photoshop is a subset of the IPTC information. Cumulus can read and write this metadata information.

Gigabyte (GB)

A unit of storage capacity on an electronic storage device that equals 1,024 megabytes, or roughly 1.07 billion bytes. Cumulus catalog files can be up to 4 GB in size.

Internet Media Server

See [Cumulus Web Publisher](#). or for Enterprise Edition [Cumulus Internet Client](#).

Kilobyte (KB)

A unit of storage capacity on an electronic storage device that is equivalent to 1,024 bytes.

Media file

Any electronic or digital media file (including graphic, page layout, presentation, sound and video files) used for a project. See also [Digital media](#).

Megabyte (MB)

A unit of storage capacity on an electronic storage device that is equivalent to 1,024 kilobytes, or 1,048,576 bytes.

Menubar

Appearing at the top of the [Cumulus application window](#), the menubar houses menus that contain every program command.

Metadata

Metadata is the information stored with each asset—such as file name, location, etc. Different types of assets have different metadata fields: an image file, for example, would contain information on color and resolution, while an audio file would have a field for the playback duration.

Palette Mode

View mode that is specially designed for using Cumulus with another application, e.g. a desktop publishing application. In palette mode the Cumulus application shrinks to a palette that can conveniently be used with another application. That way you can easily drag and drop cataloged assets into other applications.

Path/Pathname

A description of the location where a file is stored on a computer hard drive, server, or removable media (such as CD-ROM, Syquest, Zip, Jaz, or MO cartridges).

Pop-up menu

A shortcut menu that appears when you move the cursor over an object and click the right mouse button.

Preview

A special program mode in which you can examine cataloged assets such as video clips, sound files, and image files.

Quicklist

A list containing default field values to fill in fields. In Cumulus available with the IPTC Information window.

Query

A combination of search conditions. Queries can be saved to disk and loaded into the Find window.

Record

The actual catalog entry Cumulus creates when an asset is added to a catalog. Records store valuable information about an asset, such as the file name, file location, file type, resolution, etc.

Record Exchange File

See [Cumulus Record Exchange file](#).

Record pane

Located on the right side of the Collection window, the Record pane displays records as thumbnails or plain text. See also [Record](#), [Thumbnail](#) and [Details view](#).

Related category

An alias of an existing category that acts as a virtual cross reference to the original category. You can use related categories to place multiple instances of the same category under various parent categories, without having to copy the entire contents of the category. Related categories are indicated by an arrow in their icons.

Resolution

The number of pixels per inch in any graphic file format. Higher-resolution files have a higher number of pixels per inch than lower-resolution files. Working with higher-resolution files usually requires more memory and hard disk space than working with lower-resolution files.

Script

A list of instructions executed by a computer. Scripts are used by Cumulus to perform complex tasks automatically.

Server Asset Transfer

A Cumulus feature (especially useful in a crossplatform environment) that allows users in a network to access assets for previewing, copying and transferring via their connection to the Cumulus Server. With this feature the user is not forced to have direct access to the computer where the asset is stored. Only the computer running the Cumulus Server requires this access.

Simple search

A search query consisting of one search condition.

Status bar

A bar located at the bottom of the Cumulus Application window, providing tool button descriptions, access to the [Application Preferences](#) dialog box, and category/record status.

Thumbnail

A miniature display of a cataloged asset.

Thumbnail view

The record appears with a miniature display of the cataloged asset in the [Record pane](#).

Toolbar

A standard program tool that offers buttons as shortcuts to commonly used commands.

Tooltip

A small floating descriptive window that appears above a toolbar button when the cursor is positioned over it.

URL

Uniform Resource Locator. The address of a file (resource) accessible on the Internet.

 **Information**
Online Help

No special text available.

Please click another item and press **F1** again.

Information

The About Dialog Box

This dialog box shows your user registration information and the version of the program you're using.

Cumulus

The About Dialog Box

This dialog box shows your user registration information and the version of Cumulus you're using.

It also provides a button that launches your default Web browser and initiates a connection to the Canto Web site. This requires an Internet connection. (See the Microsoft Windows documentation for information on setting your default Web browser.)

Cumulus

Connect To Canto

To connect to Canto's Web site, click the **Connect** button. Your default Web browser launches and initiates a connection to the Canto Web site. This requires an Internet connection. (See the Microsoft Windows documentation for information on setting your default Web browser.)

Cumulus

This dialog box is shown while connecting to the Cumulus Server. Please wait.

Cumulus

Windows help text should show up here!

Searching

Searching By Category

The simplest form of searching is simply double-clicking on a category in the [Category pane](#). This quickly finds all of the records in the active catalog that are associated with that category. You can also select more than one category to see all the records associated with the set.

To display records in a selected category, double-click the category or select the category and press ENTER.

To select several categories to see the contents of each, click the first category once to select it and then hold down the CONTROL key and click the second, third, etc. categories to select them. Release the CONTROL key and double-click any of the selected categories. The records of all the selected categories are found and displayed.

To quickly view the records assigned to categories, just hold down the ALT key and press an arrow key (up, down, left or right).

NOTE: There are several Preference options that affect the way category searching works. The current search options are visually indicated by the Search Compass: The Search Compass is found in the [Status bar](#). For further information, see [Using the Search Compass Icon](#).

{button ,AL(`search',0,`,`')} [See also](#)

HIDD_MOVIE

HIDD_CAT_OPTIONS_KEYWORDS

Information Windows

Cumulus provides three different Information windows.

- The **Asset Information window** provides access to the information on the asset stored in the record.
- The **IPTC Information window** provides special access to the [IPTC](#) information on the asset stored in the record.
- The **Category Information window** provides access to the information on categories.

For further information, see

[Viewing Information Windows](#)

[Understanding the Asset Information Window](#)

[Understanding the Category Information Window](#)

[Understanding the IPTC Information Window](#)

[Customizing the Asset/Category Information Window](#)

[Customizing the IPTC Information Window](#)

Information Windows

Viewing Information Windows

You can view and customize the information on an asset or category.

To view an Information window:

1. Select the record(s) or category(s).
2. Select **Asset => Information** to view the Asset Information window.
or
Select **Asset => IPTC Information** to view the [IPTC](#) Information window.
or
Select **Category => Information** to view the Category Information window.
The Information window appears.

For further information, see [Understanding the Asset Information Window](#), [Understanding the Category Information Window](#) or [Understanding the IPTC Information Window](#)

{button ,AL(^information',0,'')} [See also](#)

Information Windows

View Asset Information Window

You can view and customize the information stored on an asset.

To view the Asset Information window:

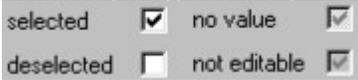
1. Select the asset's record.
2. Select **Asset => Information**.
The Asset Information window opens.

For further information, see [Understanding the Asset Information Window](#).

Information Windows

Understanding the Asset Information Window

The Asset Information window provides access to the information on the asset stored in the record. Which fields are displayed is customizable. They can be selected from the range of fields configured for the current catalog in the Catalog Properties windows, Record Fields tab. Whether the fields can be edited depends on the [field type](#) and the field properties (whether **Allow User to Edit** is checked). A field with a dark gray background cannot be edited.

Item	Description
Field Name	Column header; column shows the name of the field (as defined in the Catalog Properties).
Field Content	Column header; column shows the contents of the field for the selected record (editable or not depending on field type and whether Allow User to Edit is checked in the record field properties).
	Check box (field type: Boolean) 
	Arrow button to open a drop-down list for selecting a value (only String List field type).
	Records a voice annotation. For further information, see Audio fields .
	Loads the first record from the Collection window's current selection. (Equivalent to the option First in the Asset menu.)
	Loads the previous record from the Collection window's current selection. (Equivalent to the option Previous in the Asset menu.)
	Loads the next record from the Collection window's current selection. (Equivalent to the option Next in the Asset menu.)
	Loads the last record from the Collection window's current selection. (Equivalent to the option Last in the Asset menu.)

NOTE: Date Fields

Enter date (and optional time) in the format you selected for your computer.

To edit field values, you can use the commands of the Edit menu or click the right mouse button for the pop-up menu.

NOTE: Clicking on the entry for a category in the Categories field highlights the corresponding category in the Category pane.

To customize the Asset Information window: Select **Edit => Customize**.

To save your changes: Select **Asset => Save**.

To close the window: Select **Asset => Close**.

Use the options of the Asset menu to work with the assets themselves, e.g., to print or open them with other applications.

NOTE: Opening One Asset Information Window for Multiple Records

If you have selected multiple records before opening the Asset Information window and the **Show All Assets in One Window** option is activated in the Customize Information window, you can change the field values for multiple records at once.

If the asset information of multiple records is shown in one window, only those field contents are displayed which have the same value. So the **Asset Reference** and **Thumbnail** fields will always be empty. Check boxes (Boolean fields) with different values appear gray. The Categories field only displays those categories which the selected records have in common. All other [field types](#) are displayed without a value if the fields have different values.

Fields with different values do not display a value but can be edited – the same is true for gray (neutral) check boxes. The values you enter will be assigned to all of the selected records. If you add an additional category, this category is added to the set of categories of all records.

Information Windows

Asset Information Window

Editing Record Names

When you catalog a file, Cumulus automatically assigns the asset's file name as the Record Name. You can change the Record Name to better describe the asset or to track it under your own internal naming conventions. This can be helpful if the original file name is not meaningful to you, or if the file is read-only.

A Record Name can be up to 63 characters long. Some users create names based on information they might want to search or sort in the future (e.g., a job number or archive location). Certain characters are not compatible with all operating systems.

To edit a record name:

1. Highlight the record you want to rename.
2. Select **Asset => Information**.
The Asset Information window appears.
3. Highlight the existing name and type a new one.
The Record Name can be up to 63 characters long.
4. Select **Asset => Save**.

{button ,AL(^records',0,'')} [See also](#)

Information Windows

Printing Asset Information

You can print the asset information of records.

To print asset information:

1. Select the record whose asset information you want to print. (To select a series of records, hold down SHIFT and highlight the first and last record in the series.)
3. Select **Asset => Information**.
The Asset Information window appears.
4. Click the **Print** button.
5. Make the desired selections in the Print dialog box and click **OK**.

{button ,AL(^basics',0','')} [See also](#)

Information Windows

View Category Information

You can view and customize the information on a category.

To view **Category Information**:

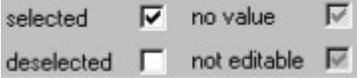
1. Select the category to view.
2. Select **Category => Information**.
The Category Information window opens.

For further information, see [Understanding the Category Information Window](#).

Information Windows

Understanding the Category Information Window

The Category Information window provides access to the information on categories. The fields displayed are determined by the settings for the current catalog in the Catalog Properties, Category Fields tab. The field contents are editable depending on the [field type](#) and the field properties (whether **Allow User to Edit** is checked). When the field background is dark gray it cannot be edited.

Item	Function
Field Name	Column header; column shows the name of the field (as defined in the Catalog Properties).
Field Content	Column header; column shows the content of the field for the selected category (editable or not depending on the field type and whether Allow User to Edit is checked in the category field properties).
	Check box (field type: Boolean) 
	Arrow button to open a drop-down list for selecting a value (only String List field type).
	Records a voice annotation. For further information, see Audio fields .
	Loads the first category from the Collection window's current selection.
	Loads the previous category from the Collection window's current selection.
	Loads the next category from the Collection window's current selection.
	Loads the last category from the Collection window's current selection.

NOTE: Date Fields

Enter date (and optional time) in the format you selected for your computer.

To edit field values, you can use the commands of the Edit menu or click the right mouse button for the pop-up menu.

To customize the Category Information window: Select **Edit => Customize**.

To save your changes: Select **Category => Save**.

To close the window: Select **Category => Close**.

NOTE: Opening One Information Window for Multiple Categories

If you have selected multiple categories before opening the Information window and the Option **Show All Assets in One Window** is activated in the Customize Information window, you can change the field values for multiple categories at once.

If the information of multiple categories is shown in one window, only those field contents are displayed which have the same value. Check boxes (Boolean fields) with different values appear gray. All other [field types](#) are displayed with no value if the fields have different values.

Fields with different values do not display a value but can be edited – the same is true for gray (neutral) check boxes. The values you enter will be assigned to all of the selected categories.

{button ,AL(^information',0','')} [See also](#)

Information Windows

Customizing the Information Window

You can select the fields to be displayed as well as the font and length of the displayed field.

To display the Customize Information window:

1. Select **Edit => Customize**.
The Customize window appears.

The Customize window has two tabs: [General](#) and [Fields](#).

{button ,AL('information',0,'')} [See also](#)

Information Windows

Customizing the Information Window General Tab

Item	Description
Show one Asset/Category per Window	Cumulus opens a new Information window for each asset/category.
Show all Assets/Categories in One Window	Cumulus uses one window to show information on assets/categories. Displays and lets you edit common information for multiple records.
Synchronize to Selection	Record(s) selected in the collection window will be displayed accordingly in the Asset Information window.
Window Position, Always Keep Window On Top	The Information window is displayed on top of all other windows.
Audio, Automatically Play First Audio Field (If Available)	When you open the Information window, the voice annotation in the first Audio field of the Information window will be played.
Audio, Sound Settings	Opens a dialog box from which you can define the quality of your voice annotations. But don't forget: the better the quality the more data to be stored.
Default Information Window, Use IPTC Information Window	Cumulus opens the IPTC Information window and not the Asset Information window if the option Double-Click on Record Opens Asset Information is enabled in the Application Preferences.

{button ,AL(^information',0,',')} [See also](#)

Information Windows

Customizing the Information Window Fields Tab

Item	Description
Show All Fields	All fields are displayed in the Information window.
Only Show the Following	Only the fields listed in the table are displayed in the Information window.
Field Name	Name of the field (as defined in the Catalog Properties window).
Type	Type of the field (as defined in the Catalog Properties window).
Font and Size	Font and font size for display of the field in the Information window (as defined in the Properties window).
Properties	Opens the Properties window for the selected field. You can choose the font (style, size, color) and the number of lines for String fields or the size for a picture field.
Add Before	Adds an additional field before the selected field. A dialog box for selecting the additional field is opened.
Add After	Adds an additional field after the selected field. A dialog box for selecting the additional field is opened.
Remove	Removes the field from the list. The field will not be displayed in the Information window.

The arrow buttons change the selected entry's position in the list. The Information window displays the fields in the order of this list. Starting from top: move to top of list, move before current position, move after current position, and move to end of list. (Disabled if no field is selected.)

{button ,AL('information',0,'')} [See also](#)

Information Windows

Customize

Add Fields

To add a field to be shown in the Information window:

1. If the Asset Information window is not open, select a record and choose **Asset** or **Category->Information**.
2. Select **Edit->Customize** from the Information window's menubar. This opens a window with which you can customize aspects of the Information application.
In tabs along the top of the window, you see two options named **General** and **Fields**. Under **Fields**, you set up which record fields will be displayed and how.
3. Select a field and click **Add Before** or **Add After** to add an additional field before the selected field. A dialog box for selecting the additional field is opened
4. Select the entry for the field to be added.
NOTE: Empty list
If the list is empty, all fields are already shown in the Information window.
5. Click **OK**.
The field is added to the display of the Information window.

{button ,AL('information',0,'')} [See also](#)



Information Windows

Field Types for Records and Categories

The following field types are supported:

Field Type	Description
String	Characters and numbers
Boolean	Creates check box for enabling or disabling function.
Integer	Numbers without decimal places
Real	Numbers with decimal places
Date	MM/DD/YY (later than 1970)
Binary	Filled by Cumulus or Asset Storage module
Picture	Filled by Cumulus or Asset Storage module
String List	Can only be filled with values from a corresponding list. (For details on inserting a value to a String List, see String List .)
Audio	User-editable; only available when QuickTime is installed on your computer (QuickTime 5.0 is recommended). You can record voice annotations for the record.

{button ,AL('information',0,'')} [See also](#)

Information Windows

Field Types

Set Up String List

Selecting the **String List** field type activates the **Edit List** button in the Field Properties dialog box. Clicking this button opens the String List dialog box, in which you can edit the values for a String List field.

The field at the top of the dialog box displays the name of the String List field.

Button	Description
Delete	Deletes the selected entry from the list.
Rename	Displays dialog box to rename the selected entry.
Insert Before	Places a new entry above the selected entry.
Insert After	Places a new entry below the selected entry.

{button ,AL(^administrator',0,'')} [See also](#)

Information Windows

Field Types

Audio Fields

Audio fields are user-editable fields. Audio fields are only available when QuickTime is installed on your computer (QuickTime 4.0 is recommended). Voice annotations for a record can be up to 30 seconds long.



Click to record a voice annotation. A dialog box for stopping or canceling the recording appears.



Click to play the voice annotation. (Button changes to  for stopping during playback.)



Click to delete the voice annotation. (Field has no value then.)

{button ,AL('information',0,'')} [See also](#)

Information Windows

Field Types

Recording Audio Fields

After clicking the button for recording a voice annotation, a dialog box for stopping or canceling the recording appears.

Speak into the microphone.

Click **Stop** to finish the recording.

Click **Cancel** to cancel the recording.

The recording can be up to 30 seconds long.

{button ,AL('information',0,'')} [See also](#)

Picture Size **Edit Custom Picture Size**

Enter the size for the picture in pixels (from 16 to 1024).

But don't forget to remember the space a large picture absorbs.

Use Application

Select associated program or **Other**.

Cumulus launches the program, which then opens or prints the file.

Adding Fields

This dialog lists all the fields in the current catalog.
Select the field(s) you want to add and click **OK**.

Palette Mode

Employ this menu option to change the view of the Cumulus application to the Palette Mode and back. All open collections will be changed to the Palette Mode. They are displayed on top of each other.

This mode is specially designed for using Cumulus with another application, e.g. a desktop publishing application. In palette mode the Cumulus application shrinks to a palette that can conveniently be used with another application. That way you can easily drag and drop cataloged assets into other applications.

The Palette Mode window can be resized to fit your needs. All Cumulus functions are available. To display the menus select **Menu**.

How to customize this display mode, see [Customizing the View](#).

Information Windows

IPTC Information Window

View IPTC Information

You can view and customize the [IPTC](#) information stored on an asset.

To view the IPTC Information window:

1. Select the asset's record.
2. Select **Asset => IPTC Information**.
The IPTC Information window opens.

For further information, see [Understanding the IPTC Information Window](#).

{button ,AL('information',0,'')} [See also](#)

Information Windows

IPTC Information Window

Understanding the IPTC Information Window

This Information window is specially designed for displaying and editing the [IPTC](#) data of assets. Cumulus can read IPTC metadata information while cataloging. You can view and edit this metadata and Cumulus can write your changes back to the asset.

NOTE: Writing IPTC Data back to Assets

If you want to write back IPTC data to assets, your Cataloging Options (entry for the IPTC filter activated) and the catalog managing these assets must be prepared for this feature. IPTC record fields have to be added and their properties have to be enabled for field linking, also **Writing Metadata to Asset** must be activated in the General Catalog Properties. Cumulus provides a script to help make the process of preparation easy: [Prepare To Write IPTC](#) (found in the Special menu)

The IPTC data will be written back to the asset when any record information has been changed.

If the title of a field is displayed in gray, the field is not included in the catalog.

If the field itself is displayed in gray, the field is not editable.

Information can be added by entering text into the field or selecting from lists - so called 'quicklists'. A quicklist is a list of default field values, for example often used names of photographers, locations, caption writers or certain categories. You can easily open each field's quicklist by clicking the arrow down button. This opens a dialog with a list of the already existing values - if there are any.

Some fields provide prepared lists for immediate use. For some fields these quicklists are preset and contain values laid down by the IPTC norm. Due to IPTC standards the preset quicklists for some of that fields can't be edited. The quicklists for all other fields can be edited.

Different Types of Fields

Text fields: Most of the fields in the IPTC Information window are text fields. They allow you to enter text of one or more words. You can enter characters, numbers and special characters. The Caption and Special Instructions fields allow you to enter several lines of text.

String List fields: Keywords and Supplemental Categories allow you to enter a number of entries consisting of one or more words. You enter a keyword by typing the word and then pressing the Enter key or clicking the **Add** button. You then can immediately start typing the next entry. NOTE: To add categories to the Keywords field you can drag & drop categories from Category Pane.

Category field: The category field can only contain a 3-character abbreviation. The corresponding quicklist lets you only add 3 characters.

Country Code and Country fields: These fields are combined. The Country Code field can only contain a 3-character abbreviation. The Country field is a normal text field. Both fields are served from the same quicklist. If you select a value for the Country Code field, the Country field will be filled in as well (and vice versa). The corresponding quicklist lets you add and edit values for both the country and the country code.

To open or edit a quick list for a field use the arrow down button next to the field. This opens a drop-down list for selecting a value. Clicking the desired value copies it to the field. When selecting from a quicklist, all previous text in the field will be replaced (except in the Keywords and Supplemental categories fields where new entries will be added to the existing entries).

NOTE: You can move up and down in the quicklist with the arrow keys (and press the Enter key to select an entry). You can also navigate by typing the first letters of words in the list.

The fields for which you can edit the corresponding quicklist provide an entry **->Edit Quicklist**. If you select this entry, a dialog for editing the quicklist opens. See [Editing Quicklists](#) for further details.

{button ,AL('information',0,'')} [See also](#)

Information Windows

IPTC Information Window

Customizing the IPTC Information Window

You can select the fields to be displayed as well as the font and length of the displayed field.

To display the Customize IPTC Information window:

1. Select **Edit => Customize**.

The Customize window appears.

The Customize window for the IPTC Information window has one tab: General

Item	Description
Show one Asset per Window	Cumulus opens a new Information window for each asset.
Show all Assets in One Window	Cumulus uses one window to show information on assets. Displays and lets you edit common information for multiple records.
Synchronize to Selection	Record(s) selected in the collection window will be displayed accordingly in the Information window.
Window Position, Always Keep Window On Top	The Information window is displayed on top of all other windows.
Default Information Window, Use IPTC Information Window	Cumulus opens the IPTC Information window and not the Asset Information window if the option Double-Click on Record Opens Asset Information is enabled in the Application Preferences.

{button ,AL('information',0,'')} [See also](#)

Information Windows

IPTC Information Window

Editing Quicklists

The list displays the current values for the corresponding field. You can edit or delete these values or add new values to the list.

To delete a value: Select the value in the list and click **Delete**.

To edit a value: Select the value. The value will be displayed in the field above the list. Edit the value in this field and then click **Replace**. The value in the field will replace the selected value in the list.

To add a new value: Enter the new value in the field above the list and click the **Add** button or hit the Enter key. You then can immediately start typing the next entry.

{button ,AL('information',0,'')} [See also](#)

Information Windows

IPTC Information Window Import or Export of Quicklists

You can export the whole list or just parts for certain fields.

Select the desired parts or click **Select All**. Then click **Export** or **Import**.

{button ,AL(^information',0,',')} [See also](#)

Information Windows

IPTC Information Window

Export Quicklist

Employ this menu option to export a quicklist. An exported quicklist can be imported by another user or into another catalog. You can export the whole list or just parts for certain fields.

The exported list is saved as a text file. You may edit an exported text list with a text editor.

{button ,AL(^information',0,',')} [See also](#)

 **Information Windows**

 **IPTC Information Window**

Import Quicklist

Employ this menu option to import a quicklist (or parts of it) created from another user or for another catalog.

NOTE: When working with the Import function you may take the values for each field from different quicklists.

 **Menu Items**
First

Loads the first item from the Collection window's current selection.

 **Menu Items**
Previous

Loads the previous item from the Collection window's current selection

 **Menu Items**
Next

Loads the next item from the Collection window's current selection.

 **Menu Items**
Last

Loads the last item from the Collection window's current selection.



Menu Items

Find Matching Records

Finds all records that are associated with the selected categories. This is the menu equivalent to double-clicking category icons.
(Disabled unless one or more categories are selected.)

Menu Items

Find Selected Assets

Finds cross-references of an asset - if available. If the cursor is placed in the field **Contained Asset** this menu option will perform a search for the records of the contained assets. If the cursor is placed in the field **Container Asset** this menu option will perform a search for the records of the container assets.

 **Menu Items**
Update Record

Refreshes the [thumbnail](#) and updates any static information that appears in the [Asset Information window](#).



Menu Items

Update Asset Reference

Updates the reference to the asset location. If Cumulus cannot find the asset, a dialog box appears so you can specify a new location.

Menu Items Preview

Displays the preview of an asset.

 **Menu Items**
Show Location

Lets you manually locate assets in Windows Explorer.

 **Menu Items**
Open with

Launches the program associated with an asset so you can view or edit it.

 **Menu Items**
Print with

Launches the program associated with an asset so you can print it.

 **Menu Items**
Copy To

Copies assets to the specified location.

 **Menu Items**
Move To

Moves an asset to a new location. This copies the asset and deletes the file from the original location.

 **Menu Items**
Mail To

Routes an asset via e-mail by attaching it to an e-mail message.

Menu Items Print

This menu item opens a submenu with the following print options:

- **Selected Records** - Prints selected records using the current display style.
- **All Records** - Prints all records in the active collection using the current display style.
- **Selected Categories** - Prints selected categories as they appear in the Category window.
- **All Categories** - Prints all categories as they appear in the Category window. Make sure to expand the category list if you want to see all subcategories in the printout.
- **Preview** - Prints the preview of the selected record's asset.

If you want to print the actual asset, instead of its record or preview, see Print With for details..

 **Menu Items**
Save

Saves any changes you made.

 **Menu Items**
Close

Closes the Asset Information window.

Menu Items **Cut**

Removes the current item or text selection and places it on the Clipboard so that it can be pasted elsewhere.

 **Menu Items**
Copy

Copies the current item or text selection and places it on the Clipboard so that it can be pasted elsewhere.

 **Menu Items**
Paste

Places the contents of the Clipboard into the current location or text insertion point.

 **Menu Items**
Clear

Deletes the current text selection.

 **Menu Items**
Select All

Selects the complete contents of a field.

Menu Items **Customize**

Opens a dialog from which you can determine how the Information window displays information. You can select the fields to be displayed as well as the font and length of the displayed field.

The Customize window has two tabs: [General](#) and [Fields](#).

Menu Items **Undo**

Reverts operations in fields, but cannot undo other operations (e.g.: reverts to the former text entry if you redeceide while changing a categroy name).

 **Menu Items**
Deselect All

Cancels any previous selection.

 **Menu Items**
Delete

Deletes the selected records or categories from the catalog. A confirmation dialog with two options appears: delete only the record or delete both the record and its associated asset. This action cannot be undone. Make sure that you no longer need an asset or that you have a copy elsewhere before deleting it. (Disabled if no records or categories are selected.)



Menu Items

Optimize Thumbnail

Equalizes the appearance of the selected record's thumbnail. This is useful for thumbnails that are too dark, too light, or lacking contrast. The action cannot be undone, but you can force-update the record to get back the original thumbnail. (Disabled if no records are selected.)

Menu Items

Rotate Thumbnail - 90° counter-clockwise

Rotates the thumbnail of the selected record(s) 90° counter-clockwise.

The record field **Thumbnail Rotation** saves the rotation value for a rotated thumbnail. The rotated thumbnail will be used for previewing, printing, exporting to HTML and creating slide shows.

NOTE: Availability for Catalogs Created with Versions Prior Cumulus 5.5!

If this field should be available with catalogs that have been created with prior versions, the record field **Thumbnail Rotation** has to be added to the catalog. The field is then empty. There are two ways to fill it out:

- Open the Asset Information window and enter the according value (degree of rotation) manually.
- Select **Asset ->Update Record**. This will set the thumbnail back to the asset's orientation. Then rotate the thumbnail again. The value of the rotation will then be stored in the Thumbnail Rotation field.

Menu Items

Rotate Thumbnail - 90° clockwise

Rotates the thumbnail of the selected record(s) 90° clockwise.

The record field **Thumbnail Rotation** saves the rotation value for a rotated thumbnail. The rotated thumbnail will be used for previewing, printing, exporting to HTML and creating slide shows.

NOTE: Availability for Catalogs Created with Versions Prior Cumulus 5.5!

If this field should be available with catalogs that have been created with prior versions, the record field **Thumbnail Rotation** has to be added to the catalog. The field is then empty. There are two ways to fill it out:

- Open the Asset Information window and enter the according value (degree of rotation) manually.
- Select **Asset ->Update Record**. This will set the thumbnail back to the asset's orientation. Then rotate the thumbnail again. The value of the rotation will then be stored in the Thumbnail Rotation field.

Menu Items

Rotate Thumbnail - - 180°

Rotates the thumbnail of the selected record(s) 180°

The record field **Thumbnail Rotation** saves the rotation value for a rotated thumbnail. The rotated thumbnail will be used for previewing, printing, exporting to HTML and creating slide shows.

NOTE: Availability for Catalogs Created with Versions Prior Cumulus 5.5!

If this field should be available with catalogs that have been created with prior versions, the record field **Thumbnail Rotation** has to be added to the catalog. The field is then empty. There are two ways to fill it out:

- Open the Asset Information window and enter the according value (degree of rotation) manually.
- Select **Asset ->Update Record**. This will set the thumbnail back to the asset's orientation. Then rotate the thumbnail again. The value of the rotation will then be stored in the Thumbnail Rotation field.

Menu Items Preferences

Opens the Application Preferences window, from which you can set global application behaviors.

 **Menu Items**
Contents and Index

Opens the table of contents and searchable index window for Cumulus' online help system.

 **Menu Items
Help On**

Opens context-sensitive help. This type of help presents information on the selected item in the program. For example, if a record is selected, the help system provides information on using the Record pane. You can also press F1 on your keyboard to reach the same information. F1 offers the additional benefit of being able to get help on a selected menu item.

Cumulus Automation Index of Included Cumulus API Examples

[Assign Selected Categories](#)

[Assign Status to Records](#)

[Check After Location Changed](#)

[Count File Formats](#)

[Detach From Selected Categories](#)

[Export Records to Access](#)

[Find Via Matching Categories](#)

[Find Via Similar Thumbnails](#)

[Hot Folder](#)

[Join Duplicate Categories](#)

[Live Search](#)

[Move Folder](#)

[New Category from Date](#)

[Optimize for Safety](#)

[Optimize for Speed](#)

[Picture to Thumbnails](#)

[Prepare To Write IPTC](#)

[Satellite](#)

[Server Log Properties](#)

[Show Category Folder](#)

[Thumbnails to BMP Files](#)

{button ,AL(^automation',0,';','')} [See also](#)

Troubleshooting

[Solving Common Problems](#)

[Documenting Problems](#)

[Tips for Cumulus 4 Users](#)

[Technical Support](#)

Troubleshooting Solving Common Problems

This section contains frequently asked questions and their possible solutions. If you have a problem not covered in this chapter, be sure to review Support & Solutions on the Canto Software Web site for additional troubleshooting information (www.canto.com).

- [Can I change the way thumbnails appear?](#)
- [How can I distribute my Cumulus catalog and media files on CD-ROM?](#)
- [Sometimes when I copy or place an asset, it doesn't work or I get the wrong one. What do I do?](#)
- [Whenever I request a file from Cumulus, it always asks me to mount a CD-ROM. Can I avoid this?](#)
- [I used drag-and-drop to place files. The destination was highlighted but nothing happened when I released the mouse button. What went wrong?](#)
- [I updated all of my records to include new file content, but nothing happened. Why?](#)
- [How do I export catalog information to another program?](#)
- [New categories appear in the Category pane when I drag and drop between catalogs. Why?](#)
- [I added keywords and notes before cataloging. Can Cumulus read this information during cataloging?](#)
- [How do I work with DCS separation files in Cumulus?](#)
- [If I catalog my low-resolution OPI files, place them in documents, and print them, will Cumulus substitute the high-resolution files during printing?](#)

Solving Common Problems

Can I change the way thumbnails appear?

You can [change the actual size](#) (in pixels) of a [thumbnail](#). You can also [change a thumbnail's appearance](#) within the [Record pane](#) by selecting options found in the View menu and on the [Cataloging Options](#).

Solving Common Problems

How can I distribute my Cumulus catalog and media files on CD-ROM?

The Cumulus Browser add-on product offers a royalty-free application that you can use to publish Cumulus catalogs on CD-ROM or other removable media.

Solving Common Problems

**Sometimes when I copy or place an asset, it doesn't work or I get the wrong one.
What do I do?**

The reference to the asset is no longer up-to-date. If you know where the original file is located, update the [file reference](#) by selecting [Update Asset Reference](#) from the Catalog menu.

Solving Common Problems

**Whenever I request a file from Cumulus, it always asks me to mount a CD-ROM.
Can I avoid this?**

Cumulus can manage assets on various types of media, including off-line removable media such as CD-ROM or SyQuest, Zip, Jaz, and MO cartridges. You can reduce the number of mounting requests and interruptions by storing frequently used assets on your hard drive.

Solving Common Problems

The destination was highlighted but nothing happened when I released the mouse button. What went wrong?

You probably don't have access to the original media file you're trying to place.

To work around this problem, check the [reference](#) Cumulus uses to locate the file. By checking a file reference, Cumulus verifies that the asset is still located in the same place it was when it was cataloged. If Cumulus cannot find it, a dialog box appears so you can specify a new location. You must have access to the original media files to check file references.

To check a record's file reference:

1. In the [Record pane](#), select the records to check.
2. Select **Catalog => Update Asset References**.
Cumulus checks (or resolves) all file references.

Solving Common Problems

**I updated all of my records to include new file content, but nothing happened.
Why?**

[Updating records](#) or forcing updates refreshes the [thumbnail](#) and updates static information that appears in the [Asset Information window](#). Any customized information is not updated.

To automatically include information on assets as you catalog assets, set the appropriate links from the assets fields to the record fields (see [Catalog Properties, Record Fields Tab](#)).

Solving Common Problems

How do I export catalog information to another program?

Cumulus supports the ability to export record and category information to a tab-delimited text file, which can then be imported into other catalogs or applications. For more information, see [Exporting and Importing Information](#).

Solving Common Problems

New categories appear in the Category pane when I drag and drop between catalogs. Why?

Every Cumulus catalog can have a different category structure that contains different categories. When you drag or import a record to another catalog, it may be assigned to categories that don't exist in the destination catalog. If that is the case, Cumulus automatically creates the missing categories in the destination catalog.

To avoid this situation, copy the categories from one Category window to the other before importing records.

Solving Common Problems

I added keywords and notes before cataloging. Can Cumulus read this information during cataloging?

Yes, Cumulus is able to read notes and keywords out of a file automatically, if the information is stored in a standard way.

To automatically include information on assets as you catalog assets, set the appropriate links from the assets fields to the record fields (see [Catalog Properties, Record Fields Tab](#)).

Solving Common Problems

How do I work with DCS separation files in Cumulus?

DCS 1.0 files consist of 5 different files: the master file and the four color separation files for Cyan, Magenta, Yellow, and Black. Cumulus catalogs only the master file to avoid creating 5 records for a single image.

Solving Common Problems

Will Cumulus substitute high-resolution files for cataloged low-resolution OPI files?

Cumulus is fully compatible with many OPI systems and can form the backbone of a successful automation system in any environment. For more information, see [Automating Cumulus](#).

Troubleshooting Documenting Problems

When Cumulus behaves in an unexpected way or does not work properly, please try to reproduce the error, paying special attention to the actions you took prior to the problem. If there are many steps, write them down so you can tell us exactly what you did.

If you cannot resolve your problem, please fill in the Canto Support Form (Documentation folder on the product CD) so you can send it to your support provider. For information on contacting technical support, see [Technical Support](#), or look on the Canto Software Web site (www.canto.com).

Cumulus 4 Users

Tips for Cumulus 4 users

If you're an experienced user of Cumulus 4, you should have no problem making the change to Cumulus 5. But to make sure that you don't miss out on any new features of Cumulus 5, please see Chapters "Explore" and "Use" in your user's guide.

To help you find what you're looking for faster, this section organizes the major differences between the two versions alphabetically based on their Cumulus 4 name. It doesn't include purely "cosmetic" differences, which enhance Cumulus 5's cross-platform capability by making the Mac OS and Windows interfaces more consistent. These differences are minor and should be self-explanatory.

Administration Menu

Cumulus 5 doesn't have the **Administration** menu, but most of the functions it contained can now be found in the Catalog menu.

Administration View

The Administration view is not included with the Single User Edition of Cumulus 5. Information on a catalog itself (such as memory and disk usage) can now be found by clicking Advanced Settings on the General tab of the Catalog Properties window. Information on catalog activity is only available with the Workgroup and Enterprise editions, and can be reached by selecting **Catalog => Activity Monitor**.

Automatic Categories

Cumulus 5 calls the categories created automatically during cataloging Directory Categories.

Collection Folder

A collection is Cumulus 5-speak for any set of records in a catalog, including their display properties. Since this type of collection has nothing to do with a single repository for the asset files themselves, the area previously called the Collection Folder is now called a Central Location.

Exporting and Importing Queries

Queries no longer need to be exported and imported with Cumulus 5, since they can simply be saved and loaded from the Find window. You can load your exported Cumulus 4 queries directly into the Find window. If the record field names in the exported query are identical to those of your current catalog, you can run the query right away. Otherwise you'll first have to make the necessary adjustments in the fields of the Find window.

Findbar

Has been replaced by the Find window, which you can open by selecting **Collection => Find**. The Find window also includes functions for saving and loading search queries.

Find Menu

Most of these commands can now be found in the Collection menu.

To work with queries, select **Collection =>Find** to open the Find window, which contains options for saving and loading search queries.

Include Folder Name as Categories

Formerly located on the General tab of the Cataloging Options window as a global application setting. It is now catalog-specific and defined via a special record field called "Categories."

If you open the properties of this field from the Record Fields tab of the Catalog Properties window, you can enable/disable category links to the Asset Storage module used for cataloging. For more information, see Directory Categories.

Logging

No longer included as a function with the Cumulus 5 Single User Edition.

Notes, Initial Value

To add a default text to the Notes field of all newly cataloged assets in a certain catalog, you have to enable the option Initial Value for the Notes field and enter the text you want to have as default. (To do so, select **Catalog =>Properties**. Then click on **Record Fields**, select the Notes field and click on **Properties**.)

Querybar

The Querybar functions have been integrated into the Cumulus 5 Find window, which you can open by selecting **Collection =>**

Find.

Record Menu

Has essentially been renamed the **Asset** menu, with a few moves that better reflect the purpose of each command:

Cumulus 4 Record Menu Command	Cumulus 5 Menu Location
Update	Catalog => Update Record
Update Asset Reference	Catalog => Update Asset Reference
Delete Record	Edit => Delete
Rotate Thumbnail	Edit => Rotate Thumbnail
Optimize Thumbnail	Edit => Optimize Thumbnail
Open Asset with	Asset => Open with
Print Asset with	Asset => Print with
Explore Asset	Asset => Show Location
Copy Asset To	Asset => Copy To
Move Asset To	Asset => Move To
Asset Preview	Asset => Preview
Properties	Asset => Information
Status List	See "Status List" below

Save Changes Immediately/Later

Formerly located on the General tab of the Catalog Properties window. Now accessible by going to the same place and clicking [Advanced Settings](#).

Scripts Menu

The **Scripts** menu is gone, but many of the scripts familiar to Cumulus 4 Desktop PLUS and Network users can be found in the menus that best reflect their function (Click [here](#) to find out where and to learn about some new Cumulus 5 scripts.)

Show Record Name/Tooltips

Formerly located on the Display tab of the Application Preferences window, under Thumbnail View. Now a collection-specific display option in the [View Customization window](#), reached by selecting **View => Customize**.

Status List

With Cumulus 4, you could assign each record a status from a list you defined for each catalog. Cumulus 5 takes this idea one step further by enabling you to define as many custom fields as you want for each catalog. This particular type of field is called String List. You can define a list of terms for each of these fields. Cumulus 5 also provides a default String List record field for each catalog. Its terms can be edited - like the terms for your custom fields - on the Record Fields tab of the [Catalog Properties window](#). For more information on String List fields, click [here](#).

Vento

Not included with the Cumulus 5.

