

Cumulus[®]

Media Management System[™]

Canto[®] Cumulus[®] Desktop LE for Windows

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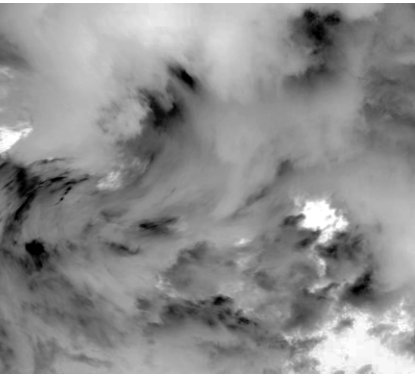
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Cumulus® Desktop and Cumulus Desktop PLUS Media Management Systems™ are powerful tools for creative professionals. At the heart of the extensive Cumulus feature set is the ability to store any type of digital media, including images, audio, video, layouts from publishing programs, presentations, PDF files, and even 3D models. And because you can't run a business on art alone, Cumulus also offers support for less "inspirational" file types, like word-processing documents and spreadsheets. Once files are stored, Cumulus becomes a central media repository from which you and your co-workers can view, locate, search, organize, copy, move, categorize, and otherwise manipulate the file collection. Once you've settled on a process for storing and retrieving your media that works for you, the process can be automated, further enhancing the efficiency of your creative workflow.

1

Intro

Cumulus Desktop

The single user version of Cumulus comes in two flavors: Cumulus Desktop and Cumulus Desktop PLUS. The basic structure of both programs is the same, though Cumulus Desktop PLUS adds the ability to automate certain tasks and offers some special features for those publishing digital media professionally. Your version of Cumulus Desktop is a limited edition, which allows a maximum of 2000 records and is not able to have more than two catalogs opened at the same time.

This User Guide

This guide covers the installation and basic set up of Canto Cumulus Desktop, and includes a brief tutorial on setting up and using a catalog. For an electronic version of the complete Cumulus Desktop manual, please visit www.canto.com.

Cross-Platform Issues

Your version of Cumulus Desktop is for Windows only, although Canto provides Cumulus Desktop versions that run on Windows® 95, Windows NT™, and Mac™ OS (Macintosh®) systems.

User Interface Item Conventions

To differentiate user interface items—buttons, menus, text fields, etc.—from surrounding text, those items are displayed in **bold**. For example:

“Click the **Open** button.”

To differentiate menu hierarchies, the ⇨ character is used. For example:

“Select **File⇨Open** to open a file.”

This example means to select the **Open** item from the **File** menu.

Cumulus Step by Step

Instructional steps are identified by the following structure:



1. This would be the first instruction. The mouse icon makes it easy to identify.
2. The final instruction has a border beneath it, indicating that there are no further steps.

Your Experience

You're a busy professional. You probably don't have time to read this entire manual before you get started with the program. To make sure that the amount of material found within this document is kept to a minimum, assumptions about your experience have been made.

This manual assumes that you have a basic understanding of the use of your computer's operating system and the terminology used therein. For example, if you were to be asked to open a file, would you know how? How about saving a file in a new location? Or changing window sizes? If these actions are child's play for you, then you're set. If not, review the user instructions that came with your computer.

Cumulus is a well-designed, easy-to-use program that takes advantage of operating system standards. As such, many of its features will be obvious to you. Any parts of the program that are unique to using Cumulus are explained in detail.

Understanding Cumulus

It's helpful to understand how Cumulus organizes files.

Assets

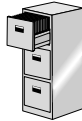


An asset in Cumulus is simply any one file on your computer or network server. A video clip, an audio clip, an image, and a page

layout document are examples. Remember this term; it's used throughout this guide.

Catalogs

Like a filing cabinet, Cumulus catalogs serve as storage locations for asset collections. You can have as many catalogs as you like. Catalogs are cross-platform compatible, so it doesn't matter what type of computer is used to create a catalog. Catalogs are explained in detail starting on page 21.



Categories



Like folders in a filing cabinet, Cumulus categories serve to organize assets (files). But here the similarities

end. Assets can appear in any number of Cumulus catalogs at one time. Categories are explained in detail starting on page 23.

Records

Records represent assets. Each record represents one asset. Records hold information about the asset, such as file size, type, location and creation date. (Records actually contain much more than this.) Records are explained in detail starting on page 22. It's very important to draw the distinction between records and assets. Records are part of Cumulus catalogs; assets are not. Assets are the files on your computer that records represent.



Finding Help

If you have a question that is not answered in this guide, there are a number of additional resources to check:

Online Help for Windows Users

The Windows versions of Cumulus include an extensive online help system. Access it via the Windows **Help** menu. Similar to other Windows help systems, subjects are organized by contents and index, and are searchable.

Canto Online

The Canto Web site (www.canto.com) contains many resources of value to you as a Cumulus user. Among them are a list of frequently asked questions (FAQ), several "How to" guides, and information on Canto's valuable Cumulus training classes.

Technical Support

If all else fails, contact Corel's Technical Support.

Usage Ideas

You probably already have a good idea of at least one way you can use Cumulus. But reading how others are using the program might inspire some creative ways to get even more from this useful tool.

Magazine Production

Many in the field of magazine production have hailed Cumulus for its ability to maintain order in a hectic, deadline-driven workflow. When time is scarce, files are numerous, and you've got a dozen or so people working around the clock, you have the makings for a communications breakdown that could lead to disaster. Cumulus solves those "where's the file" and "is it edited yet?" questions with its asset location and record status features. Being able to quickly see that a record is "ready for

layout” helps ensure that what gets placed was ready to go.

On the business side of things, Cumulus enhances ad placement efficiency by ensuring that the most recent version of the client’s ad is available to the layout artist when it’s needed.

3D Animation Artists

Developing impressive 3D animations requires the use of many different tools: paint programs, texture programs, illustration programs, and, of course, a 3D modeler and renderer. But 3D artists agree: the cornerstone of a realistic 3D image lies within texture mapping. For this reason, animators typically have libraries of thousands of different textures.

The browseable Cumulus thumbnail images and powerful “Find Again” feature provide a fast, efficient mechanism for finding the perfect “slimy green alien skin.” For example, searching for “alien” could bring up hundreds of images. No problem with Cumulus. Narrow the search by finding “green skin” in the found set of “alien” textures. This enables you to refine a search as you go rather than having to type it all in at once.

Some animators even use Cumulus to trade their homegrown texture libraries with others. The Cumu-

lus Desktop PLUS Royalty-Free Browser™ makes an excellent vehicle for spreading the creative wealth.

And more than just a texture mecca, Cumulus also serves as a home base for 3D models saved in Apple’s QD3D file format.

Image Portfolios for the Digital Age

A freelance designer without a Web site is like...well...any designer without Cumulus! In a word: “lost.” Using the Cumulus Desktop PLUS Internet Media Server, some artists have published complete, searchable portfolios online.

And the advantages of the Cumulus Internet Media Server are obvious for those selling photo libraries and other digital media assets online.

Gathering Assets for Output

Many design and layout programs lack the ability to gather all the files used in a project into one location to be transferred to the service bureau. And you know what a nightmare it is trying to gather them all manually.

Cumulus can do the gathering for you. It’s as simple as dragging a Cumulus category folder onto your computer’s desktop or selecting an option from a menu. All of the asset files associated with the selected category are copied into the new folder.



Canto provides installer utilities to help make the process of installing Cumulus trouble free. This section provides instructions for installing and removing the program on all supported platforms, and also offers product registration information.

2

Install

System Requirements

Canto provides two levels of system requirements: *minimum* and *recommended*. Using the program on a system that falls beneath the minimum requirements may be possible, but it will most likely yield unfavorable results and is not recommended. Recommended requirements are listed below in parentheses.

Windows 95/98 Requirements

- 486 66MHz (Pentium® 133 MHz) processor
- 640x480 VGA (800x600 SVGA) 256-color video display
- 12MB (16MB) RAM
- 14MB (same) free hard-disk space
- CD-ROM drive for installation

Windows NT 4.0 Requirements

- Pentium 90MHz (Pentium 133 MHz) processor
- 640x480 VGA (800x600 SVGA) 256-color video display
- 16MB (32MB) RAM
- 14MB (same) free hard-disk space
- CD-ROM drive for installation
- Service pack 3 recommended

Installation

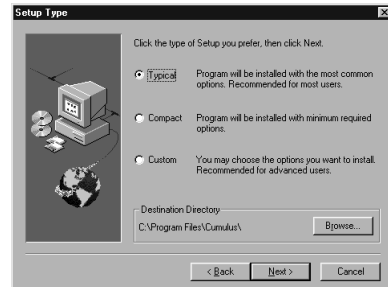
If you have an older version of Cumulus installed on your hard-disk, you must remove it before installing the newer version. (See "Removing Cumulus," p. 11.)

To install Cumulus on a Windows 95, Windows 98 or Windows NT computer:



1. Insert CD with Cumulus into your CD-ROM drive.

2. Select **Run** from the Windows **Start** menu, enter the path of the Cumulus **setup.exe** into the dialog box that appears and click **OK**.
3. Read and click **Next** (then **Yes**) to proceed through the first few screens of the installer until you get to the Setup Type window.



4. Choose either **Typical** (recommended), **Compact** or **Custom** from the buttons at the left of the screen. **Typical** ensures that all Cumulus files are installed, including supporting documentation and a sample media catalog. **Compact** installs only those files necessary to run Cumulus, but includes no sample media catalog or documentation. You can optionally choose **Custom** if you know exactly what files you need. If you use this option to supplement an existing Cumulus installation, be aware that the automated uninstall removes only the last components installed. (See below.)
5. You can optionally choose a different location for the installation by using the **Browse** button.
6. Click **Next** to proceed to the Registration Information screen. If you selected **Custom** as the installation type, you must first choose the options you want to install.
7. Fill out the registration information as requested. Click **Next** to read and proceed through the remaining screens to complete the installation.

Removing Cumulus

Before removing Cumulus, copy any catalogs or scripts located in the Cumulus folder that you do not wish to lose to a safe place on your hard-disk.

To remove Cumulus from a Windows computer:



1. Select **Settings**⇒**Control Panel** from the Windows **Start** menu. The Control Panel opens.
2. Double-click the **Add/Remove Programs** icon. A window appears with a list of the programs installed on your computer.
3. Select Cumulus from the list and click the **Add/Remove** button. The removal process begins. You are asked to confirm the deletion of any files that may be shared with other applications.



The Cumulus interface takes advantage of the unique features found on the Mac OS and Windows platforms. For this reason, there are cosmetic differences between the two versions of the program. This section begins with a tutorial to guide you through building and using a simple catalog. There is also a visual overview of the interface to give you a general idea of how interface items are used. After completing the tutorial and reviewing the interface, you'll have a good feel for the four basic components of Cumulus: catalogs, categories, records and searching. In the last part of this section, these four core components are described in detail.

3

Use

Tutorial: Building a Catalog

In this section we'll build a simple catalog, create some categories and do some searching. An overview of the Cumulus Windows interface can be found on page 16.

Getting Started

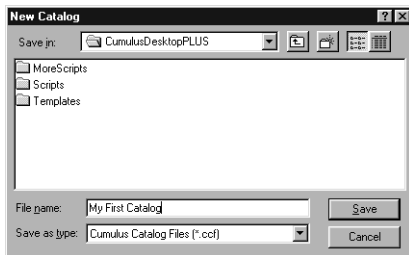
To begin, you need to have Cumulus installed on your computer (See "Installation," p. 10) You'll also need to have the Cumulus CD in your CD-ROM drive. We'll need some of the disc's sample media files for the tutorial.

Making a Catalog

The process of making a Cumulus catalog is simple:



1. Launch the Cumulus application. A dialog box appears from which you can open an existing catalog. Click **Cancel** because we're going to build our own.
2. When the program has loaded, select **File** ⇒ **New**. A dialog box appears from which you can name your new catalog.



3. Type a file name for your catalog into the **File name** field and click **Save**. You can save the catalog in a different location if you'd like. (Windows users don't need to worry about adding a file name extension. Cumulus adds it automatically.)

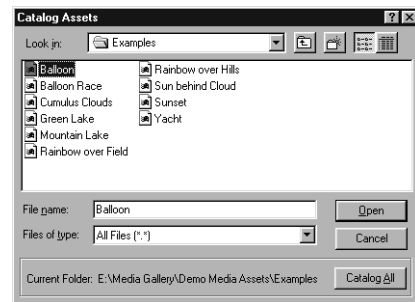
At this point you should be looking at an empty catalog window similar to the one shown on page 16.

Adding (Cataloging) Assets

"Cataloging assets" is Cumulus-speak for adding media files to your catalog. There are two ways to catalog assets: by menu options and by drag and drop. We'll cover both.

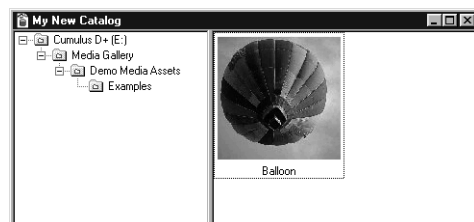


1. Select **File** ⇒ **Catalog Assets**. A dialog box appears showing the contents of the current folder.
2. Navigate to the folder **Examples** located in the Cumulus folder on the CD.
3. Select **Balloon** from the file list and click **Open**.



*When cataloging more than one asset, the **Catalog All** button is a quick way of adding the entire contents of a folder.*

After a moment, a thumbnail for the Balloon image appears, indicating that a record has been successfully created for the asset.



Automatic Categories

Windows users will immediately notice that a hierarchy of folders has appeared in the Categories pane.

So where did these new categories come from? Among Cumulus' many cataloging options is the ability to use an asset's folder hierarchy as a model for category creation and assignment. While this doesn't seem too useful in our Balloon example, consider how valuable it becomes if your assets are stored in a folder hierarchy that properly identifies them.

It's important to remember that categories like these *resemble* the hard-disk folder hierarchy, but the two are *not at all connected*. For example, you can move or delete one of the folders on your hard-disk and it would have no effect on the categories. Likewise, you can delete categories and have no effect on the actual hard-disk folders, or even the cataloged assets.

Deleting Categories

Let's get rid of those unwanted categories that Cumulus created for us.



1. Select the root-level category from the unwanted category hierarchy. It's named for the drive on which the asset resides. In this case it's either called Cumulus D+ or Cumulus D, depending on the name of your Cumulus CD.
2. Select **Category** ⇒ **Delete Category**. You are asked to confirm the deletion, which is *not* undoable, so be careful when using this option on your own.
3. Click **OK**. The root category and all its sub-categories are deleted. You can see why the dialog box asks you to confirm your intentions. When your catalogs have many

nested categories, deleting the wrong category could be disastrous.

It's important to note that the Balloon image was not deleted and the folders on the CD from which the categories were modeled were certainly not deleted either. Remembering the distinction between catalog categories and hard-disk folder hierarchies is very important. Now we'll delete the Balloon record.

Deleting Asset Records

When you delete a Cumulus record from a catalog, you are asked if you'd also like to delete the associated asset file. While the record can be easily recreated by recataloging the asset (or by recovering the record), deleting the asset is a permanent step. Be absolutely certain that you no longer need the asset file or have another copy safely stored elsewhere before you have Cumulus delete it.



1. Click on the Balloon thumbnail.
2. Select **Record** ⇒ **Delete Record**. The deletion confirmation dialog box appears.

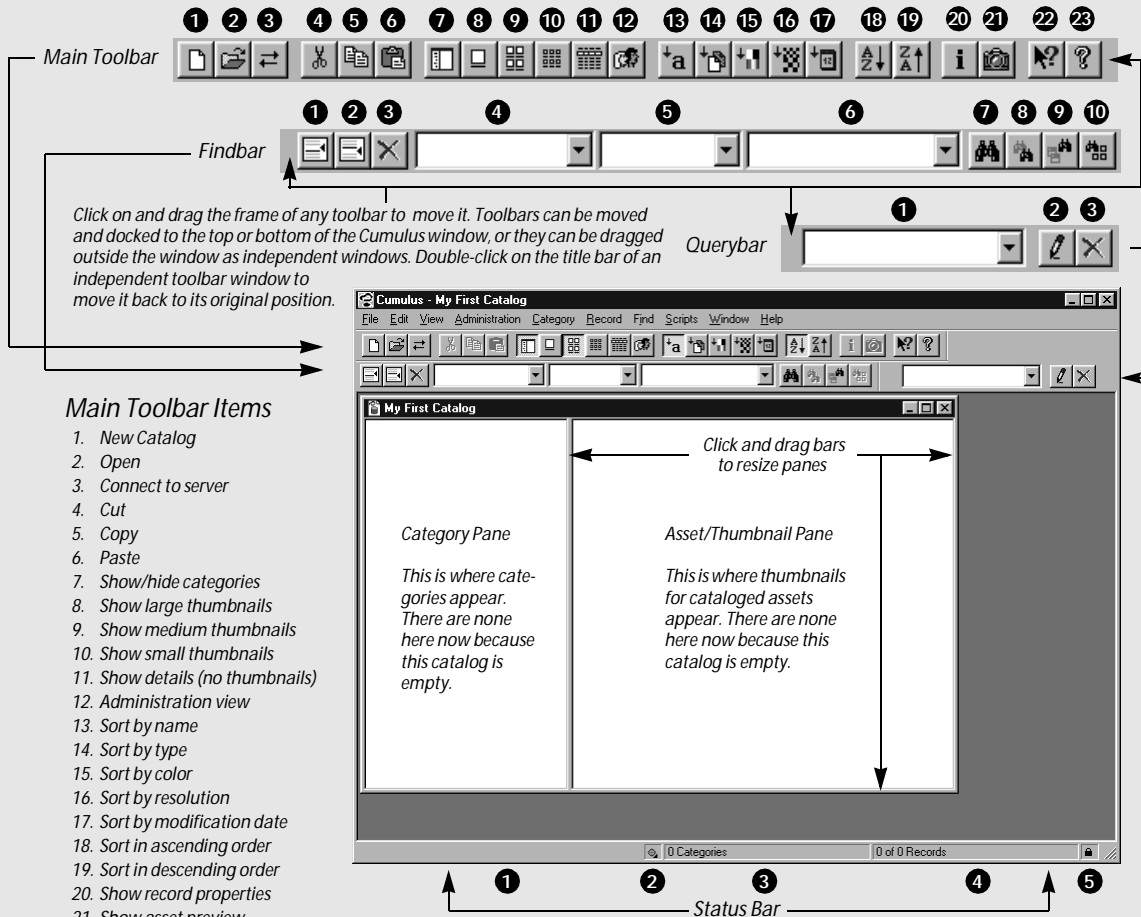


Here you can see the option to also delete the asset file. For this exercise, leave it unchecked. (Being located on a CD-ROM, the file cannot be deleted anyway.)

3. Click **Delete**. The record is deleted and the catalog is once again empty. Don't worry, we're going to catalog some more assets right now.

The Cumulus Windows Interface

The Windows interface uses toolbars and one common window for all of its components:



Main Toolbar Items

1. New Catalog
2. Open
3. Connect to server
4. Cut
5. Copy
6. Paste
7. Show/hide categories
8. Show large thumbnails
9. Show medium thumbnails
10. Show small thumbnails
11. Show details (no thumbnails)
12. Administration view
13. Sort by name
14. Sort by type
15. Sort by color
16. Sort by resolution
17. Sort by modification date
18. Sort in ascending order
19. Sort in descending order
20. Show record properties
21. Show asset preview
22. "What's this?" help
23. Access Cumulus' online help

Querybar Items

1. Query name field
2. Save current query (must be named first)
3. Delete current query

NOTE: The query bar isn't visible the first time you run Cumulus. It must be selected from the View menu.

NOTE: The Windows versions of Cumulus make extensive use of the secondary (right) mouse button. See the appendix of this guide for details.

Findbar Items

1. Insert new search condition above current (visible) search condition
2. Insert new search condition below current (visible)
3. Delete current condition
4. Criteria field
5. Operator field
6. Value field
7. Find in active catalog
8. Find in current selection
9. Find in all open catalogs
10. Show all records in active catalog

Status Bar

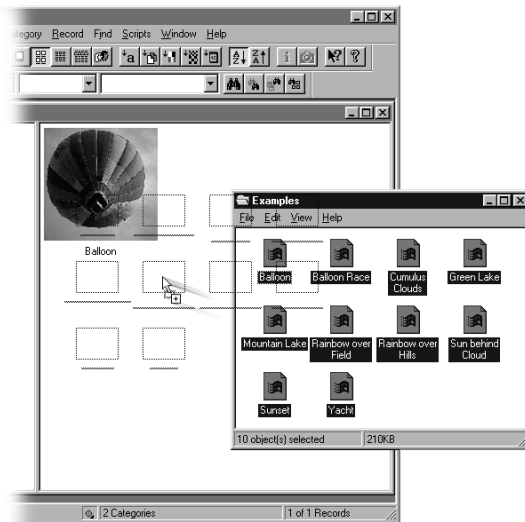
1. This part of the status bar is used for toolbar button descriptions. Pause the mouse pointer over a toolbar button to display a brief description of that button here.
2. This small icon, called the Search Compass, indicates the category search options in effect. Click on the icon as a short-cut to access the search preference options.
3. The section shows the total number of categories in the catalog, how many are visible, and how many are selected.
4. Same as above, but for records.
5. A lock icon indicates that changes cannot be made to the catalog. Either you have opened it from a Cumulus Network Server that hasn't enabled write permissions for you, or the catalog is located on read-only media, such as a CD.

Adding Many Assets at Once

Now that you've seen one way to catalog assets, we'll learn a new way that makes cataloging many assets at once much more convenient.



1. Open the Examples folder on your Cumulus CD.
2. Arrange the Examples folder and the Cumulus catalog window so that you can see both. The Examples folder's window can overlap the Cumulus window if need be.
3. Select all the icons in the Examples folder and drag them into the Cumulus window. Records are created for each of the assets.



Dragging many assets at once into a Cumulus catalog window catalogs all the assets in the selection.

Adjust the Cumulus window to see all the records. If you don't have a monitor large enough to see them all, adjust the thumbnail viewing size by selecting **View**⇒**Small Thumbnails**.

You may have noticed that during the cataloging process our unwanted categories reappeared. As

previously mentioned, these categories are created because of a cataloging preferences option that is enabled by default. Go ahead and delete these categories as described back on page 15.

Creating Categories

If you've been snooping around the Cumulus menu bar, you can probably guess how to create a new category.



1. Select **Category**⇒**New Root Category**. This creates a new category called, "category." The new category's name is highlighted, ready to be renamed.
2. Type "Images" and press the **Return** key to rename the category.

Creating Subcategories

Now we're going to create a few subcategories for our Images category. Subcategories—like folders within folders on your hard-disk—serve to further organize and identify the items within.



1. Click on the Images category.
2. Select **Category**⇒**New Subcategory**. This creates a subcategory.
3. Rename the new category "Balloons."

At this point your category window should look something like this:



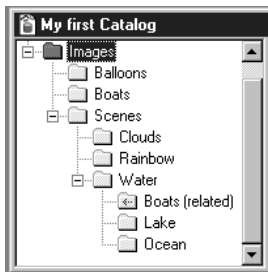
You would now say that Balloons is a subcategory of Images. Or that Images is a master category to Balloons.

Let's go on and build a useful category hierarchy that we can use with our cataloged assets.



1. Using the techniques you've learned, create the category structure shown on the following page.

Don't worry if you accidentally add a new subcategory in the wrong place. Simply drag the new subcategory on top of the category under which you meant to place it.



A sample category structure. All categories are visible.

After you've finished building the categories, take a moment to study the category hierarchy. Everything you cataloged is an image, so that's the root category. Next you subdivide image type into three topics:

- Balloons
- Boats
- Scenes

Within the Scenes category, you've added even more definition by adding Clouds, Rainbow and Water. And finally, in the Water category you've broken it down into Lake and Ocean.

So to summarize:

- Everything in the catalog is an image.
- Everything under the Scene category is an image of a scene of some type.
- Everything under the Water category is an image of a scene that has water in it.

With our modest catalog, this category structure may seem a bit over enthusiastic. But you never know how large your catalogs will grow. It's best to anticipate growth and be ready for it. Even though Cumulus lets you add categories later, planning ahead saves quite a bit of time that would otherwise be spent reassigning categories.

Assigning a Record to a Category

Categories are most easily assigned to records (or vice-versa) by 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.



1. Click on the Balloon record and drag it onto the Balloons category.

The Balloons category is now assigned to the Balloon record.

Assigning Multiple Records to Categories

With only ten records, we could easily add them to categories one at a time, but for larger groups of records there's a quicker way:



1. Choose **Edit** ⇒ **Select All**. A border is drawn around each of the records indicating that they are all selected.

- Click on any of the thumbnails and drag it on top of the Images category. This assigns all of the records to the category Images.

The **Select All** feature selected our entire catalog. Usually, however, you will find the records you need with one of the search options. (See “Searching,” p. 24.)

Our next step is to also assign the records to the subcategories that best describe them. Some records will be assigned to only one subcategory, while others will be assigned to multiple categories.



- Click on the Yacht record and drag it on top of the Boats subcategory.
- Click on the “Rainbow over Hills” record, and, while holding down the **Control** key, click on the “Rainbow over Field” record. Once both records are selected, you can release the key. You may recognize this method of selection as a common way to choose a number of items that may or may not be adjacent. To select a range of contiguous records—that is, all next to one another—you could select the first record in the range, hold down the **Shift** key, and then select the last.
- Click on either record’s thumbnail and drag it on top of the Rainbow subcategory.

Now, using the techniques we’ve covered, make the additional category assignments below. But before you start, here’s a hint that will help when assigning the same set of categories to several records: Category selection works like record selection. You can select several categories and then

drag them onto a record. Then, you can drag that same selection of categories onto another record.

Record	Assign to	Categories
Balloon Race	⇌	Balloons, Scenes
Cumulus Clouds	⇌	Scenes, Clouds
Green Lake	⇌	Scenes, Water, Lake
Mountain Lake	⇌	Scenes, Water, Lake
Rainbow over Field	⇌	Scenes
Rainbow over Hills	⇌	Scenes
Sun behind Cloud	⇌	Scenes, Clouds
Sunset	⇌	Scenes
Yacht	⇌	Water, Ocean

If you make a mistake, it’s easy enough to remove a category assignment.

Finding Records by Using Categories

All of our assets are cataloged and their records assigned to categories. Now we want to be able to quickly find any record based on its category assignments. Using categories to find records is as simple as double-clicking on a category icon. All of the records assigned to that category are found and displayed. Let’s try it:



- Double-click on the Water category. Three records are displayed: Yacht, Mountain Lake and Green Lake. What Cumulus has done is searched through all of the records to find those assigned to the Water category.
- Now double-click on the Lake category. The Yacht record disappears because it’s not part of the Lake subcategory.

Experiment with double-clicking on the different categories. If you guessed that you might be able

to select several categories to see the contents of each, you'd be right. Here's how:



1. Click once on the first category.
2. Hold down the **Control** key and click on the second, third, etc. categories. Without releasing the **Control** key, double-click on the last category *before* you select it. The records of all selected categories are found and displayed.

Displaying All Records

Selecting **Find** ⇨ **Show All** displays all the catalog's records.

Building Custom Searches

There will be times when finding records by category won't be specific enough for your needs. For example, you may have tens of thousands of scenes with water in them. Suddenly, our Water category doesn't seem so descriptive.

Cumulus lets you build, store and retrieve custom searches that can look deeper into a record than just its category assignments. A record holds its asset's file size, modification and creation date, resolution (if applicable), the name of the volume on which it's stored, and many other attributes as well. All of this searchable information is stored within each record. (See "Records/Assets," p. 22.) Let's try a simple example:




1. Select **View** ⇨ **Findbar**. This opens the Findbar. (Windows displays the Findbar by default the first time you run Cumulus. A check mark by the item in the **View** menu indicates when it's visible.)



The Windows Findbar.

The text entry fields are also drop-down menus. You can select options from the menus or type the first few letters of the option you'd like and have Cumulus fill in the rest when you click out of the field.

2. Select **Record Name** from the criteria field (left field). This tells Cumulus that we want to search through the records' Name fields.
3. Select **contains** from the operator field (middle field). This tells Cumulus that matched records' Name fields must contain the contents we're about to type into the **Value** field.
4. Type "sun" into the value field (right field). This tells Cumulus the text we're searching for.
5. Click the  toolbar button to conduct the search. Cumulus searches the catalog and displays any records that match the search criteria.

In this case, there are two records that match our criteria: "Sunset" and "Sun behind Cloud." Both of these records contain the text "sun" in their file names.

More advanced search options, including the ability to store and retrieve searches, are explained later in this section. (See "Searching," p. 24.)

Tutorial Review

You should now know how to create a new catalog, catalog assets to create records, delete asset records, create categories and subcategories, delete categories, assign records to categories, find records based on their category assignments, and perform a simple custom search.

With this basic understanding of Cumulus you can now explore the rest of this document. The rest of this section outlines the four major components of Cumulus and refers to details found elsewhere in this guide. Some of what is covered next will be familiar to you now.

Catalogs

A Cumulus catalog is a group of records that, together, represents a collection of assets. Each record represents one asset. There is no limit to the number of different media types that can be represented in one catalog.

Catalog Size and Performance

As catalogs increase in size, so do the demands they place on computer hardware. It takes more processing power to work with 200,000 records than it does 200. It also takes more RAM to hold the larger catalog in memory. (NOTE: The unique way Cumulus searches for records prevents large catalogs from hindering the search speed.)

A catalog file can be as large as 2 gigabytes in size, which is usually many hundreds of thousands of records. Cumulus Desktop LE, however, allows a maximum of 200 records and is not able to have more than two catalogs opened at the same time. Most users will find it best to split apart catalogs for organizational and performance reasons long before they ever reach the file size limit. The actual number of records that can be stored in a catalog and the catalog's actual file size is determined by the size of each record. (See "Record Size," p. 22.)

Catalog Scope

Catalogs can include records for as many different asset types as you'd like, but you might find it best to have different asset types cataloged independently. For example, it might not make sense to have your image assets in the same catalog as your audio clips, though it is possible.

On the other hand, don't limit the scope of each catalog too much. For example, when you're looking for an image to use on a Web page, do you care if it's in GIF or JPEG format? Separating similar asset types by specific file format can be inconvenient when searching. Cumulus cannot search catalogs that aren't open. If each of your image file formats has its own catalog, they'll all have to be

open if you want to search the entire collection. Remember, you can use Cumulus' categories or built-in information fields to find files based on format, projects in which they were used, or status.

Catalog Display Options

You can view catalogs in two basic formats: thumbnail images or a scrolling text list. There are three size options for the thumbnail displays:

- Small Thumbnails (96 pixels x 96 pixels)
- Medium Thumbnails (128 pixels x 128 pixels)
- Large Thumbnails (192 pixels x 192 pixels)

Thumbnails offer an at-a-glance view of the asset file (in some cases), but they are slower to display. You can optionally have the record's name appear below each thumbnail image. Windows users can also have tooltip-type help appear over each thumbnail showing additional information about the record's asset.

To change the size of the thumbnail display:



1. Choose one of the thumbnail size options from the **View** menu.

Text lists (called Details on Windows) show a scrolling list of the records. Along the top of the list are five column headings: Record Name, Type, Color Mode, Resolution, and Modified. Clicking on one of these headers sorts the list by that field. The sort order is reversed by clicking again on the column heading.

Things You Can Do with Catalogs

- **Backup** a catalog.
- **Change** the way assets are cataloged.
- **Change** catalog properties.
- **Compress** a catalog.
- **Copy** a catalog.

- Create a new catalog.
- **Divide** a catalog into smaller catalogs.
- **Merge** one catalog with another.
- **Open** an existing catalog.
- **Rename** a catalog.
- **Repair** a damaged catalog.
- **Save** a catalog.
- **Search** a catalog.

Details about each of these options are found in the full version of this manual. (www.canto.com)

Records/Assets

At the heart of the Cumulus catalog is the record. Each record represents one asset file, such as a Photoshop® image file, a video clip, a sound clip, or a QuarkXPress® page layout. Some records contain a thumbnail image of the asset. Records can (and should) be categorized for easy maintenance and searching. (See "Categories," p. 23, for details.)

Records are not actual copies of the asset. They merely "point" to the original file. This saves disk space and avoids confusion caused by maintaining multiple copies of an asset.

All records contain at least some searchable information about the asset file they represent. The range of information each record includes depends on the asset type represented. Some information common to all records includes:

- Asset file name (The asset's name as it appears from your computer's desktop.)
- Asset file type (The type or format of the file.)
- Asset file location on the computer or server (Where the actual asset resides.)
- Asset file size (The size of the asset file.)
- Asset file creation date (The date the asset was first created.)

Details about each of these options are found in the full version of this manual. (www.canto.com)

Asset Types Supported

Cumulus supports virtually all computer files in one way or another. Visit www.canto.com for the latest information.

Record Size

A record's size depends on several factors:

- The size and quality setting of the thumbnail.
- The amount of text stored in the Notes field.
- The type of asset the record represents. (Different assets require different amounts of data to describe them.)

If catalog size is a concern, there are a few cataloging preferences to keep in mind. These settings directly affect the size of the records cataloged:

- Thumbnail quality
- Include Notes from Asset

Record Status

Records can be assigned a status from a list of terms that you define. Status is a good way of tracking records that are being used in production. For example, some common status terms are:

- Awaiting Approval
- In Edit
- Ready for layout
- Placed

Though similar in some respects, there are important differences between record status and record categories:

- Record status terms describe the current *state* of the asset, not the asset itself. (Categories describe the asset.)
- A record can have only one status term applied to it at any given time.

None of the four status term examples above specifically describe an individual asset. They could therefore be applied to any asset in a catalog, from a sound file (think Web site or CD-ROM development)

to an image file or even a spreadsheet. What they describe is the *state* of the asset, not its visual characteristics.

If you think of an asset as a “noun” (the “thing”), the record status would be the “verb” (the asset’s movement along the production path), and record categories would be the “adjectives” (describing the “thing”).

Record status can be applied manually to existing records from within the record’s Properties window, or it can be applied automatically to all newly cataloged assets.

Renaming Records

Though there is no menu option specifically for this use, renaming records is easy:



1. Select the record to be renamed.
2. Select **Record** ⇌ **Properties**. A window opens showing the record’s information.
3. Find and change the record’s name in the **Name** field.
4. Click **OK** to save the name change and close the Properties window.

Things You Can Do with Records

- **Assign** a record to a category.
- **Change** a record’s status.
- **Copy/Cut** and **Paste** records between catalogs. (Record categories are copied along with records, but status terms are not.)
- **Create** a new record (same as cataloging assets).
- **Delete** a record and (optionally) its asset.
- **Drag and drop** a record into another drag and drop-supporting application. Dragging a record copies the asset into the target docu-

ment. You may prefer, instead, to place the asset manually and access it by reference.


- **Open** and (optionally) edit a record’s asset.
- **Optimize** a record’s preview icon.
- **Preview** a record’s asset.
- **Print** a record’s asset with another application.
- **Print** a record’s thumbnail, details or information (properties).
- **Rename** a record.
- **Reveal** a record’s asset on your computer’s desktop.
- **Rotate** a record’s preview icon.
- **Search** for specific records. (See “Searching,” p. 24.)
- **Update** a record to reflect an edited asset.
- **Update** a record to reflect a relocated asset.
- **View** and optionally **edit** a record’s asset information.

Details about each of these options are found in the full version of this manual. (www.canto.com)

Categories

Cumulus categories are used to organize records, much like folders are used to organize files in a traditional filing cabinet. They are similar in purpose to keywords used in other programs. The number of categories in a catalog is limited only by the catalog’s size. Category names can be up to 255 characters in length.

Automatic Categories

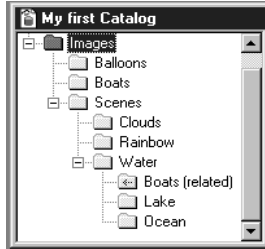
Cumulus can automatically create categories when cataloging assets. These automatic categories resemble the folder hierarchy in which the assets reside. This option can be disabled. Automatic categories are identified by a folder in their icons. 

Subcategories


Categories can be nested within one another to create subcategories. Use drag and drop to move categories where you want them. Subcategories can be moved to other locations at any time.

Related Categories

You can also create aliases of existing categories, called Related Categories. Using Related Categories, you can place categories in other locations in the category hierarchy for which they're suited. Or, you can build complete alternate category hierarchies. In the image shown, a related category was made for Boats and placed under the Water category.



Selecting and double-clicking on a related category works the same as it does with the original.

Related categories are identified by an arrow in their icons: 

Things You Can Do with Categories


- **Assign** a category to a record.
- **Create** a new category.
- **Create** a related category.
- **Delete** a category.
- **Export** categories.
- **Import** categories.
- **Move** a category inside another category.
- **Remove** a category assignment from a record.
- **Rename** a category.
- **Show** or **hide** categories.

Searching

Cumulus provides two ways to search for records: searching by category and searching with the Findbar. Depending on the size of your catalogs and the complexity of your search requirements, you may find one way best suited to your needs.

Searching By Category

The simplest form of searching is simply double-clicking on a category in the Categories window/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. (See "Finding Records by Using Categories," p. 19.)

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.

Searching with the Findbar

The Findbar taps into the true search power of Cumulus. Complex search setups can be constructed to find virtually any type of data stored within a record. Boolean operators (and, or) increase the query possibilities even further.

A comprehensive listing of searchable record fields is listed on page 28.

Simple Searches

To set up a simple search (as opposed to a compound search, described on page 25):



1. Select a search criterion from the Criteria pop-up menu.



2. Select an operator from the **Operator** menu.



3. Either select a value from the **Value** pop-up menu, type a value in, or drag an appropriate object onto the field. (Appropriate objects can be either thumbnails or category icons.)

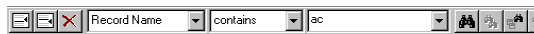


4. When all three fields contain valid search information, click .

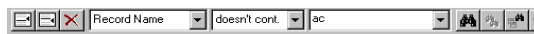
Below are some example search setups with brief explanations of each. Let's search through the catalog we created back on page 14 in the examples.



- This finds "Green Lake" and "Mountain Lake."



- This finds "Balloon Race" and "Yacht."



- This finds all records except "Balloon Race" and "Yacht."



- This finds "Sunset" and "Sun Behind Cloud" because they both start with the letters "sun."



- This finds all records except "Sunset," which is not a JPEG file. (It's an EPS file.)

If you're following along in Cumulus, try using the drag and drop method for entering values into the **Value** field for next two examples. For the first example, drag the "Balloon Race" thumbnail onto the **Value** field.



- This search finds "Yacht" and "Balloon Race" because Cumulus has determined that the thumbnails of these two images are similar in contrast and brightness. Remember, thumbnail searches do not search for similar image subjects. For the second example, drag the category "Balloons" onto the **Value** field.



- This finds "Balloon Race" and "Balloon" because they're both members of the "Balloon" category.

Compound Searches

In larger catalogs, finding records with a single search criterion may not be efficient. To avoid sifting through tens of thousands of thumbnails, you may need to use more than one search criterion. For example, you may be looking for a water scene image in EPS format.

Cumulus lets you do this in two different ways:

- You can enter a compound search (more than one search criterion), or
- You can narrow the results of a simple or compound search. (See "Narrowing the Search," p. 26.)

Building a compound search isn't much more difficult than building a simple search. You just have to think in terms of what you are asking Cumulus to do, and then translate that request into the search fields. For example, your request, in English, might read:

"I need all records in the Scene category that have 'cloud' somewhere in their names."

Translated into Cumulus-speak, this becomes:

Category is Scenes and Record Name contains cloud.

Now let's break it down into separate search statements, called "conditions."

- *Category is Scenes*

In our first condition, **Category** is our search criterion, **is** is our operator, and **Scenes** is the value we're searching for. This tells Cumulus that the records we want are all in the Scenes category. This alone would find the records we're looking for, but if our catalog contained thousands of images in the Scenes category, we'd spend quite a bit of time browsing through them all.

- *and*

This next little bit is very important. This is a Boolean operator that tells Cumulus how to consider the previous and next search conditions. By selecting **and**, we tell Cumulus that the records we want must match both conditions of our compound search. Another option here is **or**, which would tell Cumulus that the records we want only need to match one of the conditions.

- *Record Name contains cloud*

In the second condition of the search, we help Cumulus narrow the search results by giving it part of the record name that we want. We use the operator **contains** instead of **is** because we're looking for records that have 'cloud' anywhere in their names. **Is** would require that the record be called exactly 'cloud,' with no variation.

So let's have a look at how the search looks in Cumulus and learn how to build it.



The field values construct a sentence similar to the one we just broke down. Now that you can see each condition on a line by itself, it's easier to visualize the results of the request.


Setting up each condition in a compound search is the same as setting up a simple search. The only additional steps are adding a new line of search

fields, and specifying the Boolean connector between each condition. Here's how:




1. Set up the first condition of the search as:






2. Click  to reveal a second set of fields.
3. Select **and** from the Boolean pop-up menu, if it's not already selected.
4. Set up the second condition of the search so that the window looks like this:



5. When all six fields contain valid search information, click . The search finds two images: "Cumulus Clouds" and "Sun behind Clouds."

Additional conditions may be added to further refine the search. Add and delete conditions using the following buttons:

-  Inserts a new search condition before the current condition. (The current condition is the line in which a field is highlighted or the flashing cursor I-beam is found. Click in any field to make that line the current condition.)
-  Inserts a new search condition after the current condition.
-  Deletes the current condition. This is *not* undoable!

Narrowing the Search


If the results you get from either a simple or compound search are too broad, Cumulus can help. A feature called **Find Again** allows you to search through the set of records found from a previous search, instead of through the entire catalog, thereby reducing the number of records found.

Using our example from the compound search section, we'll perform the same search using the **Find Again** technique.




1. Set up the first part of the search as:



2. Click . Cumulus finds seven records in the Scene category.
3. Now change those same fields to:



4. Click . Cumulus searches through the seven records found in the first search and narrows the set of records down to just two images: "Cumulus Clouds" and "Sun behind Clouds."

Saving Search Setups

You can save complex search setups, called queries, to disk, or even export them so that others can use them. This prevents you from having to rebuild them each time you need them. It also ensures that your searches are consistent from session to session, which is important for some purposes. Cumulus query files can be used on any supported platform.



The Windows Querybar

The Windows versions of Cumulus feature a query bar pop-up menu that can be used to conveniently store queries for quick retrieval.



1. Select **View** ⇒ **Querybar**. The Querybar opens in the location it was in when you last quit Cumulus. The very first time Cumulus is opened, the Querybar appears in the toolbar, as shown below.



2. To save the current query, type a name in the query field and click the  button.
3. To load a saved query, select the query name from the pop-up menu.
4. To delete a query stored in the Querybar, select the query name from the pop-up menu and click the  button.

The Querybar configuration is saved when you quit Cumulus. However, storing a query in the Querybar is not the same as saving it to disk. If you want to your queries available to other users, you must export them.

Things You Can Do with Searches/Queries

- **Create** a new search condition.
- **Delete** all search conditions.
- **Duplicate** a search condition.
- **Export** (save) search queries.
- **Import** (load) search queries.
- **Search** multiple catalogs for records.

Search Options at a Glance

NOTE: Cumulus search options are NOT case sensitive.



Windows Findbar

Criteria	Operator	Searches for	Sample Data/Instructions
Record Name	1	The name of the record.	Balloon, Clouds, Gun Shot
File type/format	4	The file format of the asset file.	Select from Value pop-up menu.
Color mode	4	The color mode of an image.	Select from Value pop-up menu.
Resolution	6	Dot-per-inch resolution of an image asset file.	200, 300
File size	6	The asset file size. (Not the record size.)	1024 KB (use KB for kilobytes) 24 MB (use MB for megabytes)
Modification date	3	The date the record was last changed. (Not the asset.)	12/19/97
Creation date	3	The date the asset was created.	11/22/97
Volume name	1	The name of the hard-disk or media on which the asset is stored.	ClipartZip5
File name	1	The file name of the asset.	Balloon.tif, Clouds.jpg, Gun Shot.aif
Folder name	1	The name of the folder in which the asset resides.	images
User name	1	The name of the user who cataloged the asset.	Clint, Carolyn
Status	4	Status term applied to a record.	Select from Value pop-up menu.
Thumbnail	2	Similar thumbnails. Compares brightness and contrast.	Type record name or drag record thumbnail onto Value field.
Category	1	Records associated with specified category.	Type category name or drag category icon onto Value field. Use drag method if catalog has multiple categories of the same name. Current Search Preferences settings affect results.
Notes	5	Records with a group of characters in the Notes field that matches criteria.	Any line of text. For example, "ball" finds ball, balloon and baseball. "ll rights res" finds "All rights reserved."

Operator Menu Options

1 contains starts with is not doesn't cont.
 2 similar to not similar to
 3 is prior to after is not
 4 is is not.
 5 contains doesn't cont.
 6 under up to is is not from over