Muzik-Locator®

An alternative additional search tool.

MUST-DO STARTUP > TEST INSTRUCTIONS

1. Open the Muzik-Locator.

2. Default Security Warning? Click 'Options...' and select either 'Help...' or 'Enable...'.
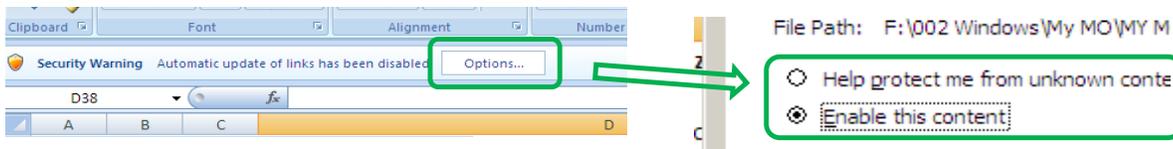
3. Go to the Muzik-Locator's Data/Unit/Crate or List sheet.
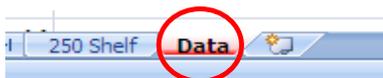
4. Type 'Test 1' in the first cell in the 'Artist' column.

3. Now drag from the bottom right corner of the cell to as far as you wish.
4. Drag the cell to increment the 'Test 1' to e.g. 'Test 99'
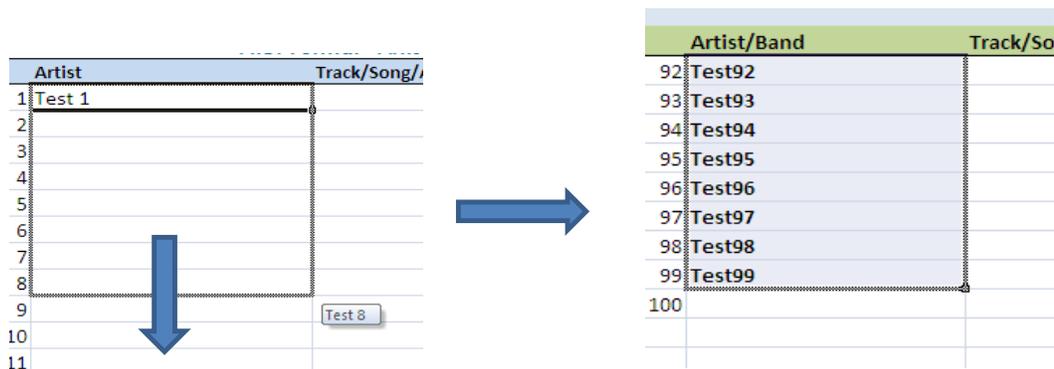
Testing the 'Find' feature.

9. Optional - you can press **Ctrl + F1** which hides Excel's ribbon at the top = **more of a view.**

10. Press Ctrl + F.
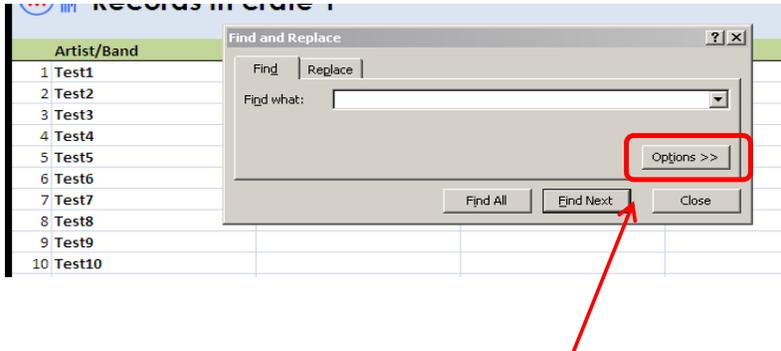
Important - The Find box displays. Now click on 'Options'

Change '**Within**', '**Search**' and '**Look in**' settings to '**Workbook**', '**By Columns**' and '**Values**'.

Searching 'sheet' won't work. You want to search the whole workbook.
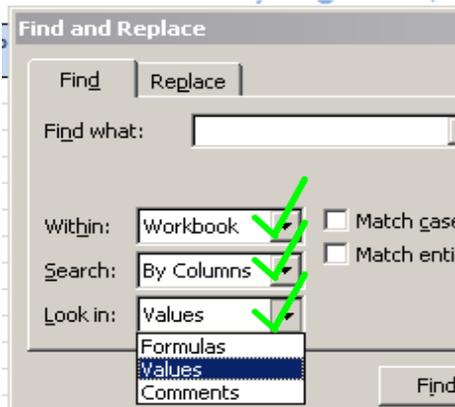
11. Now type in the 'Find what:' search field any 'Test' number you choose e.g. 'Test 74'.
12. Make sure spelling and (especially) gaps is correct.
13. Press 'Return'.
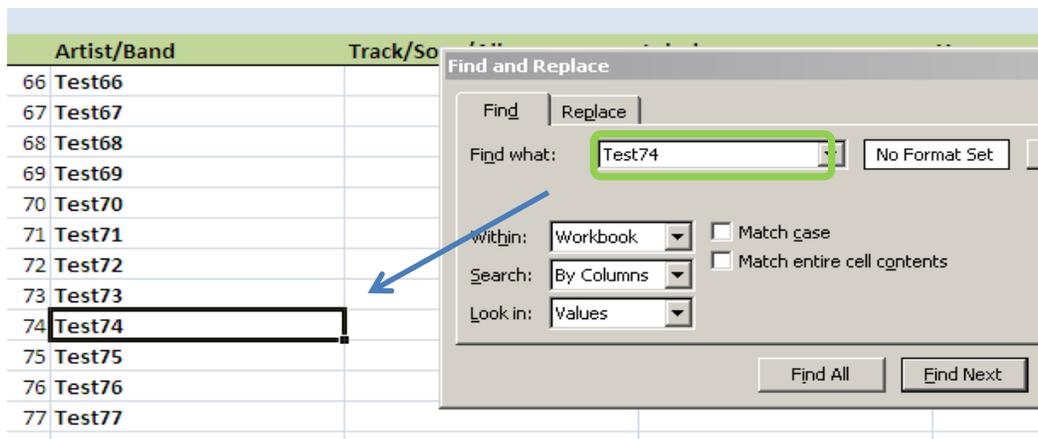
14. Excel's selector goes to the searched-for text.

15. Press Return three more times to see the selector move over a record.
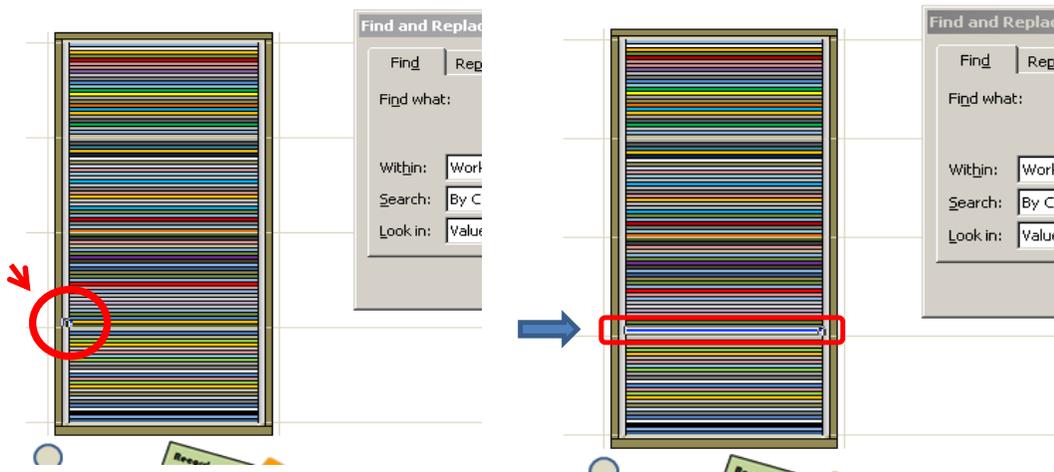
16. The selector goes left to right for the 'Artist' selection.

17. Press Return a number of times to cycle through the List/Data and Crate.

18. When your list is populated you can also search for a track (crate rim/outside [left]).
19. Or you can search for a label/manufacturer (crate rim/outside [right]).
19a. Where records are side by side, Excel's locator appears only once for a track or label.

20. You have now tested the Muzik-Locator.

21. The basics of Excel put to a handy use to make an **additional** search tool.
22. Do a few tests and play with the Muzik-Locator a bit, then get cataloguing!

End.

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Crate workings

1. When searching for an Artist, press Return a number of times. Excel's selector appears 3 times on the side, middle and side of a record.

2. When searching for a Track, press Return. The selector appears twice on the left side of a crate and on the crate's edge.

3. When searching for a Label/Manufacturer, press Return. The selector appears once on the right side of a crate and on its edge.

4. Where records are placed side by side, Excel's locator will only appear once for a track (5) or label (6).

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1	2	3	4	M	M
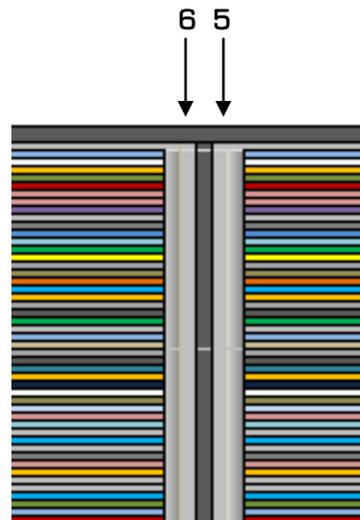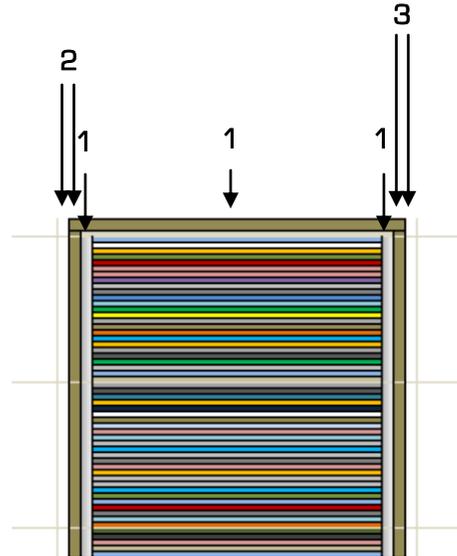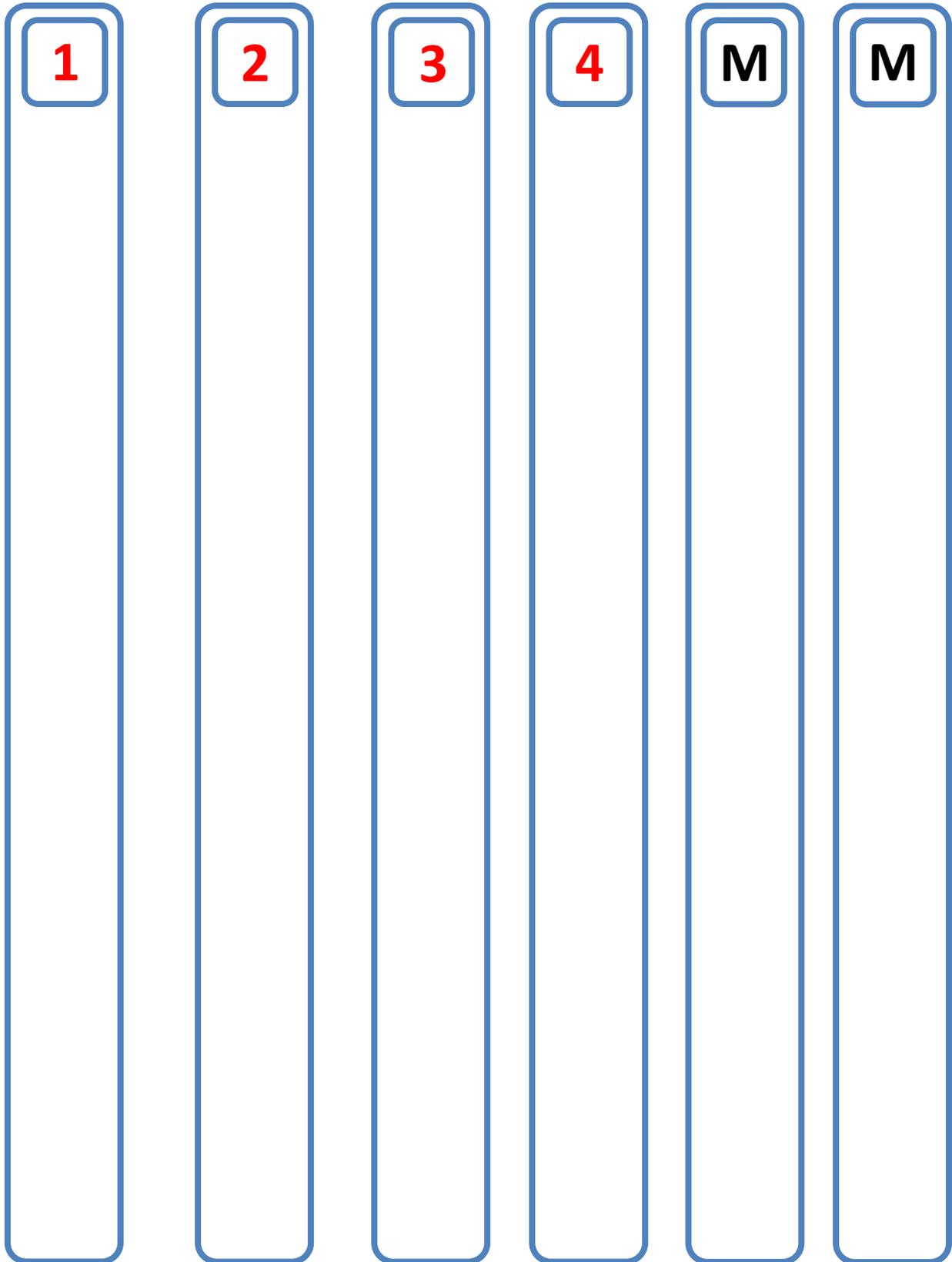
For 7 inch storage users can either stick markers to the side of a box or in a sleeve to make zones (markers can be bent back when boxes are closed).