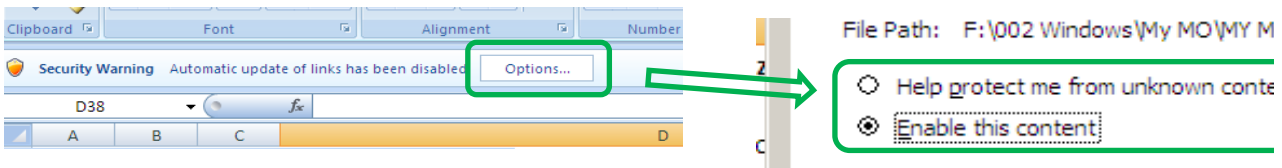


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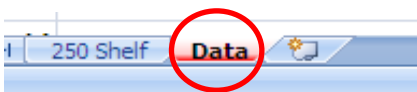
An alternative additional search tool.

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 or List sheet.



4. Type 'Test 1' in the first cell in the 'Artist' column.

	Artist	Track/
1	Test 1	
2		
3		

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 200'

The image shows a spreadsheet with a table structure. The first cell in the 'Artist' column (A1) contains 'Test 1'. A blue arrow points downwards from the bottom right corner of this cell to the bottom right corner of cell A8, indicating a drag operation. A small tooltip labeled 'Test 8' is visible near cell A8.

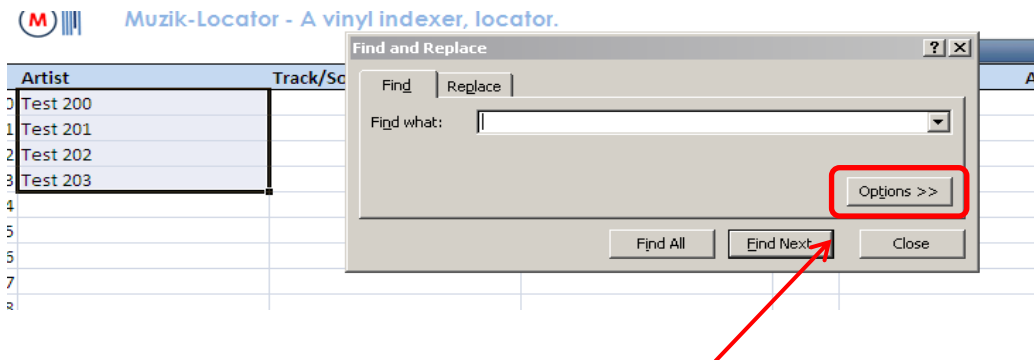
The image shows the result of the drag operation. The spreadsheet now contains a list of test entries in the 'Artist' column, from row 194 to row 202. The 'Track/Song/' column is empty for all rows.

	Artist	Track/Song/
194	Test 194	
195	Test 195	
196	Test 196	
197	Test 197	
198	Test 198	
199	Test 199	
200	Test 200	
201	Test 201	
202	Test 202	
203		
204		
205		

Testing the 'Find' feature.

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

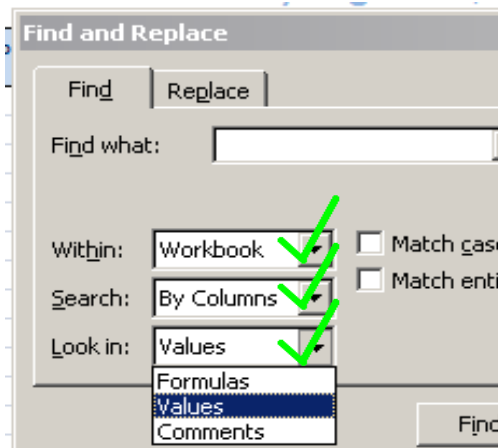
10. Press **Ctrl + F**. Mac > **⌘ + F**.



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.

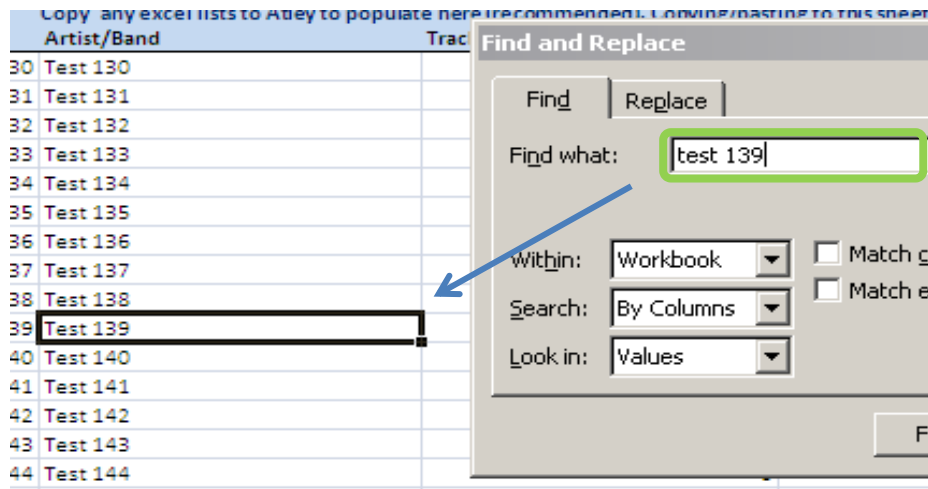


11. Now type in the 'Find what:' search field any 'Test' number you choose e.g. 'Test 139'.

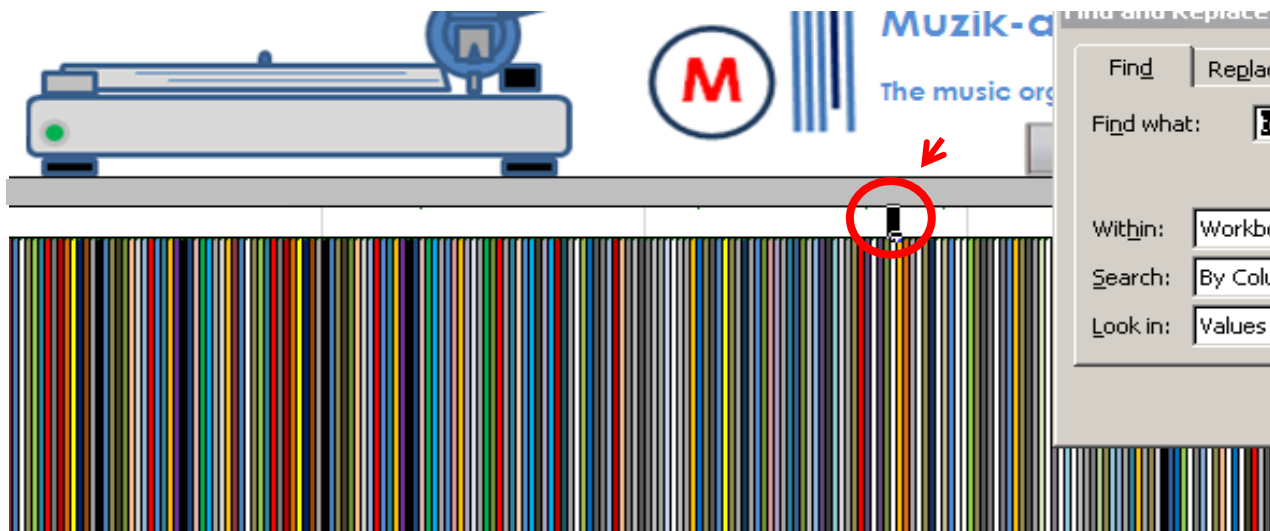
12. Make sure spelling and (especially) gaps is always correct.

13. Press 'Return'.

14. Excel's selector goes to the searched-for text.



15. Press Return again.



16. The selector goes to either the top, middle or bottom of a Unit's record.

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

18. When your list is populated you can also search for a track (pink line under shelf).

19. Or you can search for a label/manufacture (blue line under shelf).

20. You have now tested the Muzik-Locator.

21. The basics of Excel put to a handy use to make an **additional** search tool.

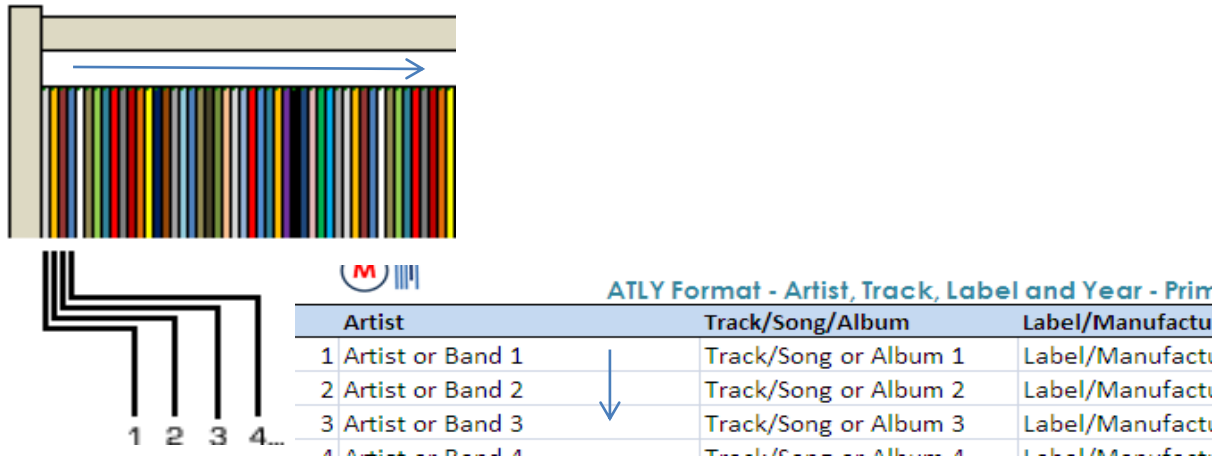
22. Do a few tests with the Muzik-Locator, then get cataloguing!

End.

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Cataloguing

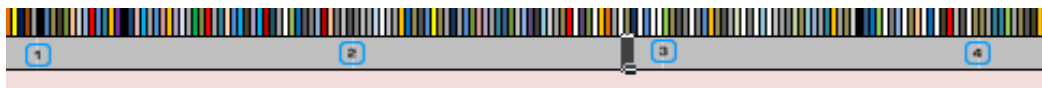
1. Open the Muzik-Locator's Data/Unit/List sheet.
2. Start at the top left of your (real) shelves.



3. Populate your Data/Unit/List sheet.
4. Using the ATLY format, write in the Artist, Track, Label and Year for each record.
5. **Make sure all is matching and in order between your digital list and physical stock.**

Get in the zone

6. E.g. once you have catalogued one shelf it is advisable to set zones on it.
7. Zones make locating records easier meaning you will not be searching randomly.



8. Using markers provided on the Shelf marker PDF sheet. Create your zones, make divisions.
9. I have 250 records on one shelf, zoned every 50 records.
10. You can zone a shelf even more e.g. 8 which would be more precise, it's up to you.



User is directed to one zone and one zone only. This avoids random searching in what could be a fairly large collection.

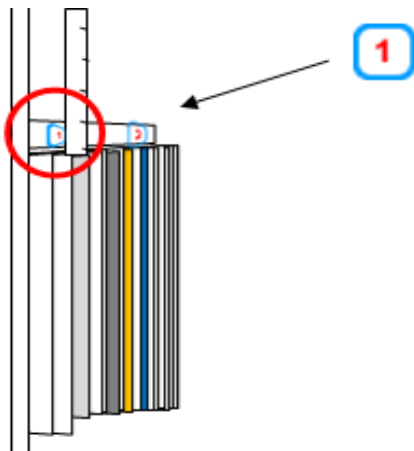
To search through a certain e.g. 50 records is better than 'lucky-dipping' through masses of records.

10a. Physical markers can be printed from the Shelf Markers PDF sheet.

11. E.g. you will have to count every 50 records to place a marker.

11a. Use the same add/subtract methods to locate records and make zones, e.g. 50, 100...

12. Wherever you choose, place a ruler vertically so as to pinpoint where to mark on the shelf.



Use Pritt-Stick glue to place markers. Shouldn't damage your shelves.

13. You can now use a combination of markers and the Muzik-Locator to locate your record/s.

14a. Method 1 is using the Locator as a pointer which tells you **where** to start searching.

14b. Method 2 is select a record, add or subtract its location to get to the desired record.

14c. Found record 155 and want record 172? Just go right 17 places/records.

15. Providing a visual, the Muzik-Locator directs you the closest **zone**, nowhere else.

* * * * *

Cataloguing

16. When you catalogue your records, take your time.
17. Don't ruin or overdo the experience, catalogue small batches now and then.
18. It took me over a week to catalogue 250, doing small batches of 10 - **when I felt like it.**
19. It is fun, however, and you will revisit past memories and curious times gone by.

20. (1) At the end you will now (at last) have your records listed.
21. (2) You will also have the additional benefit of the Locator, the visual.

Hope this has been an inspiration to catalogue your records.

End.



Search Instructions

Populate the Muzik-Organizer's Data/Unit/List sheet.

List records in order exactly as they are filed on your shelves.

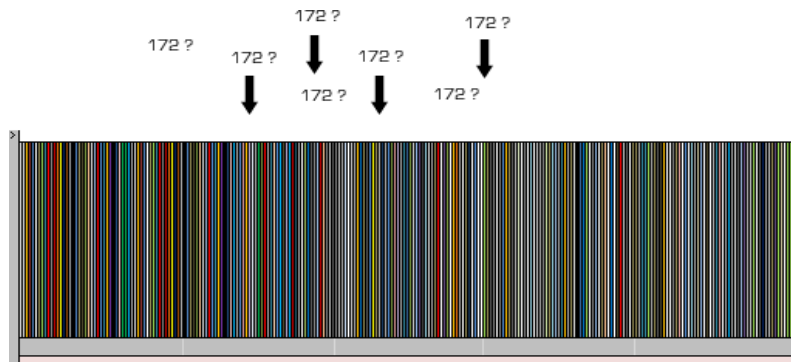
Read the following section which emphasizes why 'zones' are important.

Search method for searching through a random collection (e.g. no alphabet markers, zones, etc).

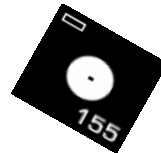
1. Using your Data list, when you want to find a record, **take note** of its listed number e.g. '172'.

	A	B	C	D	E
175	170	Artist 170			
176	171	Artist 171			
177	172	Artist 172			
178	173	Artist 173			
179	174	Artist 174			

2. Now you will have to guess where '(Artist) 172' is in your collection.



3. Slightly pull out a record where you think 172 is.



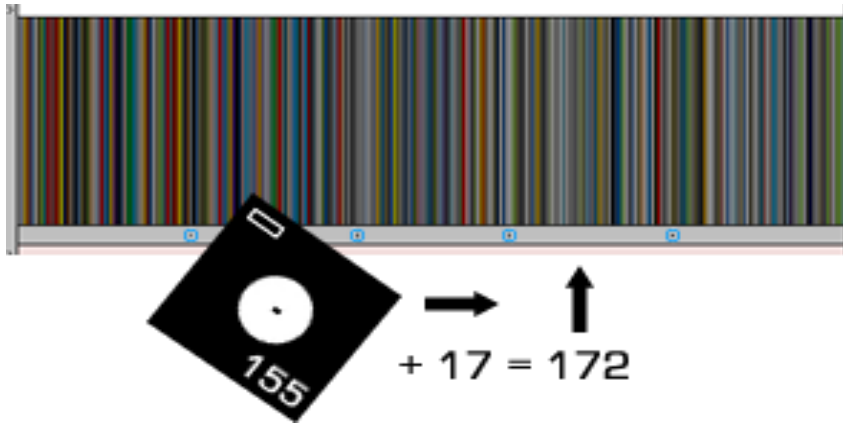
4. No need to pull the record out fully. If you do, use a marker to know where to put it back.

4a. Check which record you pulled out on your Data/Unit/List list.

4b. Let's say you pulled out record '155'.

5. Therefore, 172 (desired record) minus 155 (pulled out record) = 17

5a. You are 17 records away.

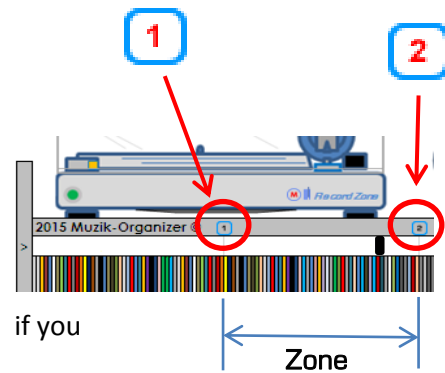


6. You can now count 17 records to the right from record 155.

7. If you overshoot your guess (e.g. you pulled out 189), you would count back (left)

8. Finished.

Back to basics easy finding of your vinyl.



Get in the zone

With the above method, record 172 would have been easier to find if you knew exactly which zone to search in.

See Cataloguing for information on zones/zoning.

End

Muzik-Locator[©]

Think of your unit as if it was a real shelving unit.

When you buy storage for records, you can only buy what's on offer (in places like IKEA or other furniture shops). Another way is to make units yourself if you can handle D.I.Y. or get someone to make bespoke storage but normally we make do with what we can get.

If a unit is e.g. too big, users can use a unit up to where their records end. Do not delete remaining cell references .

It is not recommended to try to shorten the width of a unit. Downsizing the width requires recalculating starting points for each shelf and can be extremely time-consuming, requiring plenty cell referencing.

Support cannot be provided for any major editing users may wish to do but users can personalise sheets.

The Muzik-Locator works off extremely basic functions.

The Muzik-Locator cells read the Data/Unit/List sheet.

Excel at its most basic to provide a useful cataloguing foundation for record collectors alike, the visual is the bonus. The main goal is to inspire anyone with records to start cataloguing their collection.

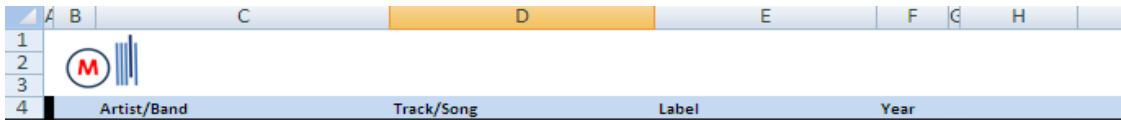
When cataloguing, users would most likely start with an Excel sheet so if you can find a matching Muzik-Locator, you now have an extra search tool.

It depends how you want to use the Muzik-Locator but it is advisable to **keep things simple** and enjoy your music...

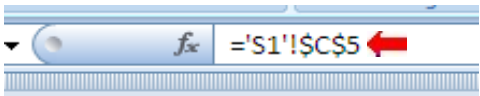
..now that you can find it.

Header and the formula bar

Notice the header takes up 4 rows on a Muzik-Locator's List/Data/Unit sheet.
The header is not an inserted Excel header/footer.

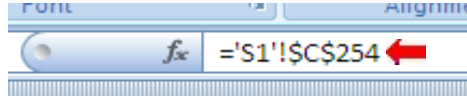


Because of the header, cell references in the formula bar on the ML are a count of 4 up.



Record 1

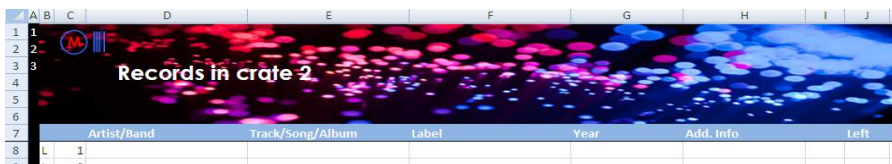
Minus 4 from the above reference = 1 - This is the first record on the shelf.
The last record is 254. Minus 4 = 250. This is the last record on e.g. ML 250.



Record 250

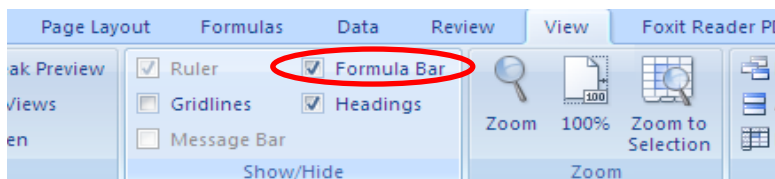
Therefore a shelf of 250 records.

The number of 4 can increase if you choose to have a larger header (e.g. place a picture).



There is no real need to refer to the formula bar unless you choose to edit the ML.

Users with smaller screens can benefit by removing the formula bar from view



Header/Titles In Muzik-Locator Data/List/Unit sheets

Users can delete headers/titles if they choose but this is not recommended.

The Muzik-Locator is a search tool and best kept this way.

Experienced users of Excel may wish to edit the ML but this is totally their own choice/doing.

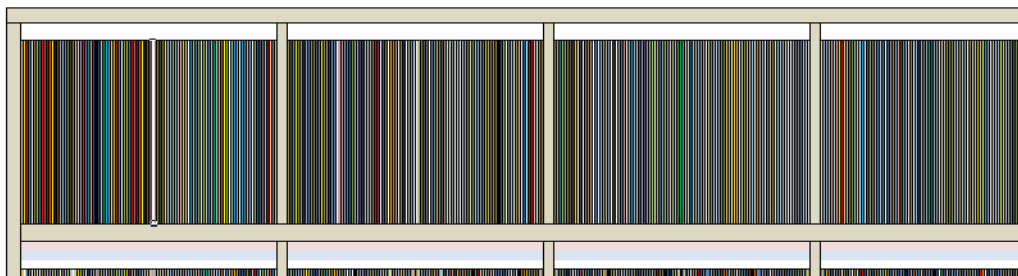
End

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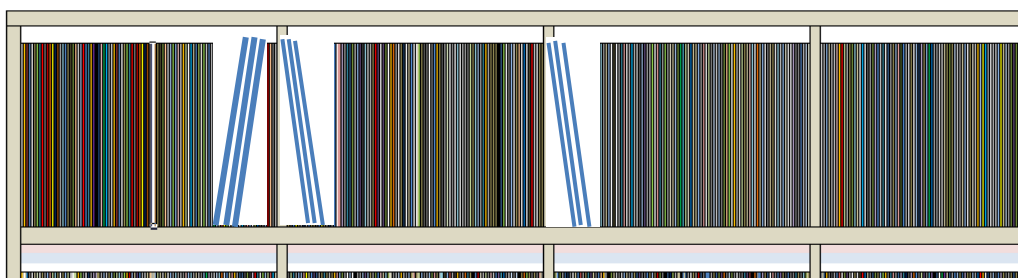
Instructions for relisting records.

PHYSICAL - This section is for managing physical shelves.

1. Your records

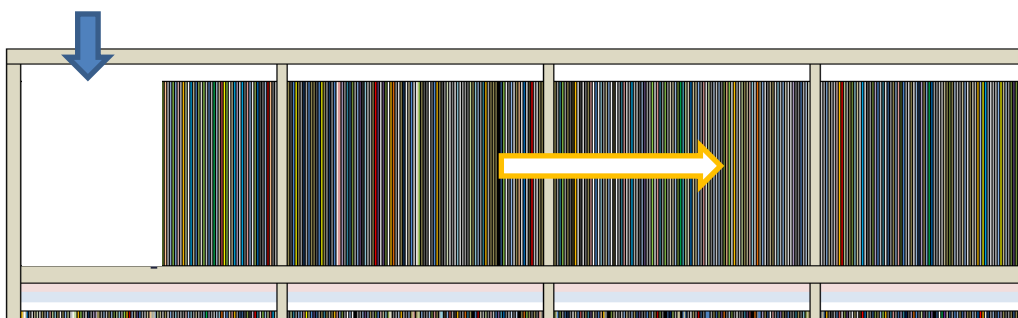


2. Records removed

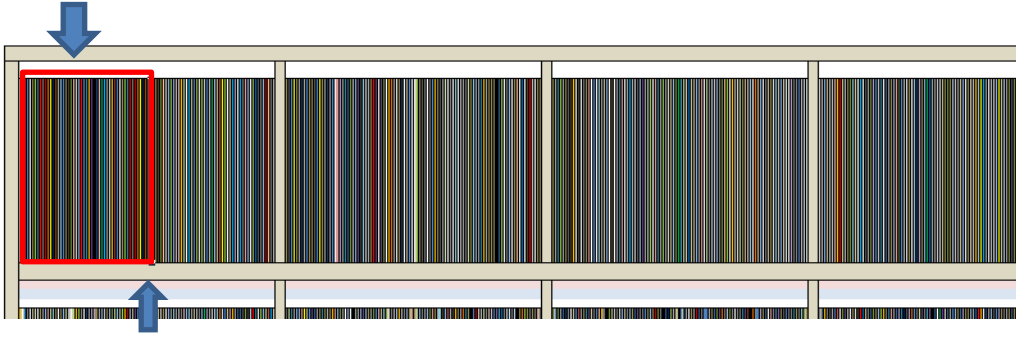


3. For returning records, push all records to the right. Leave a gap at the front (left).

4. Records taken out to be returned here.



5. Shelf is full again. The front section of returned records needs relisting.



Important - Place a marker where the reinserted records end.

DIGITAL - This section to manage your digital list after returning records as above.

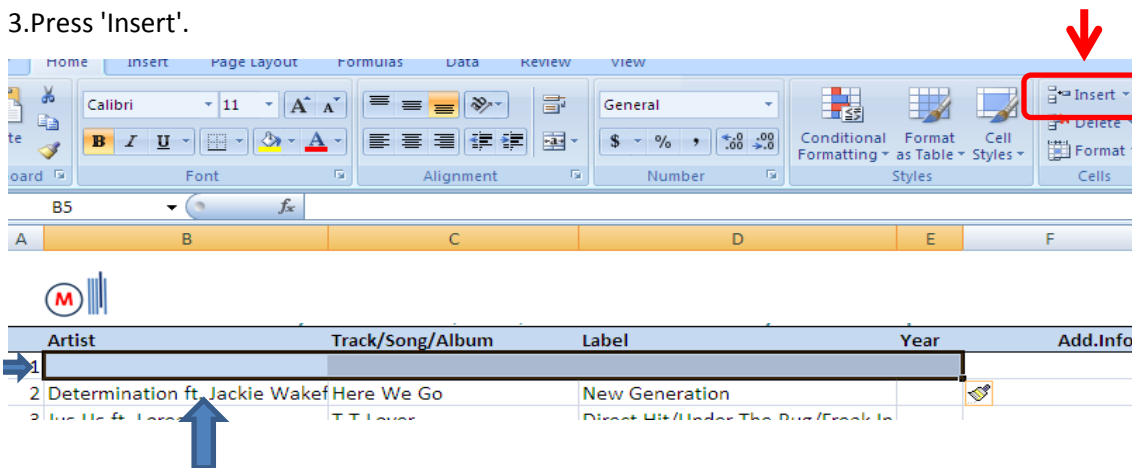
1. Go to your Data/Unit or List sheet.

2. Select **only** cells in the first row (e.g. ATLY = Artist, Track, Label and Year).

2a. **DO NOT** select the number column on the left.

	Artist	Track/Song/Album	Label	Year
1	Determination ft. Jackie Wakef	Here We Go	New Generation	
2	Jus Us ft. Loreall	T.T Lover	Direct Hit/Under The Rug/Freak In	-
3	Disco Eements Vol. 6	Varied	Azuli	1999
4	Critical	If You Only Knew	Eight Ball	
5	Disco Eements Vol. 5	Varied	Azuli	1996
6	T.C Crew	Bak From the Underground	BMI	1991
7	Blue Zone	Celebrate Life	ACV	1991

3. Press 'Insert'.

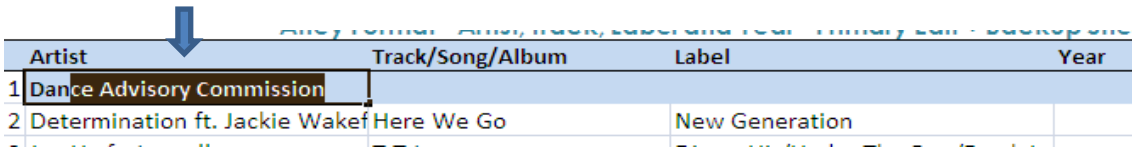


4. A new row will be created (it may be coloured from the header).

5. Now start cataloguing your returned batch of records.

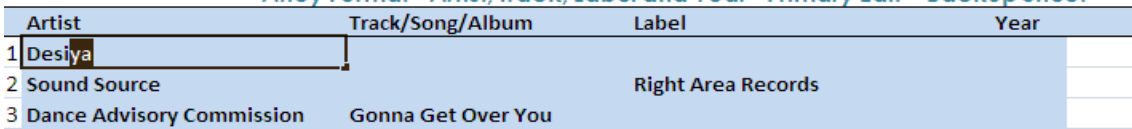
5a. As soon as you start entering data, Excel should recognise records from before.

5b. The records removed were still listed.



	Artist	Track/Song/Album	Label	Year
1	Dance Advisory Commission			
2	Determination ft. Jackie Wake	Here We Go	New Generation	

6. Continue populating.

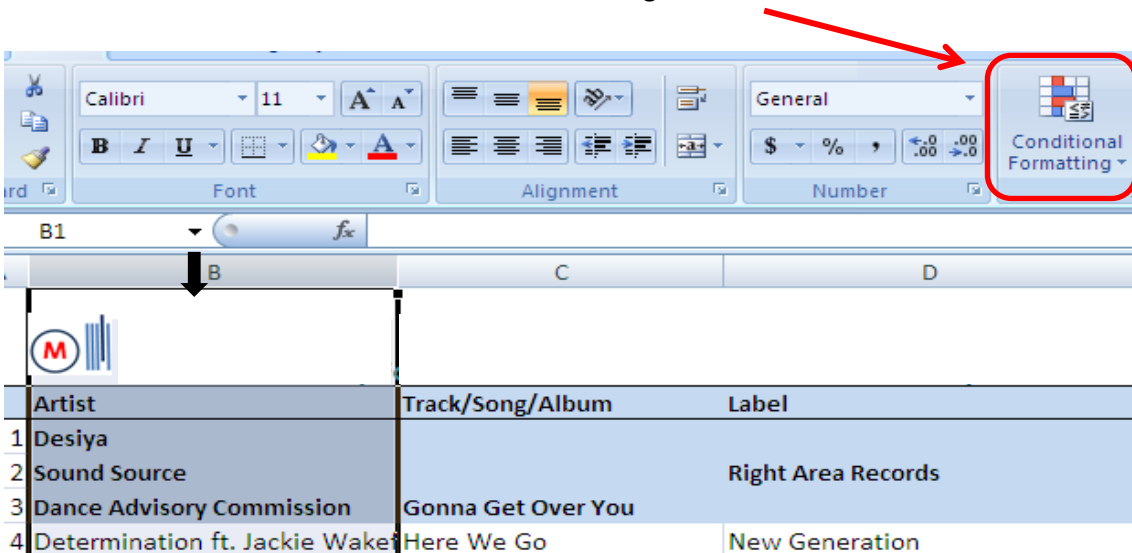


	Artist	Track/Song/Album	Label	Year
1	Desiya			
2	Sound Source		Right Area Records	
3	Dance Advisory Commission	Gonna Get Over You		

7. When finished populating, you now need to find duplicate listings.

8. Remember the records removed were listed before.

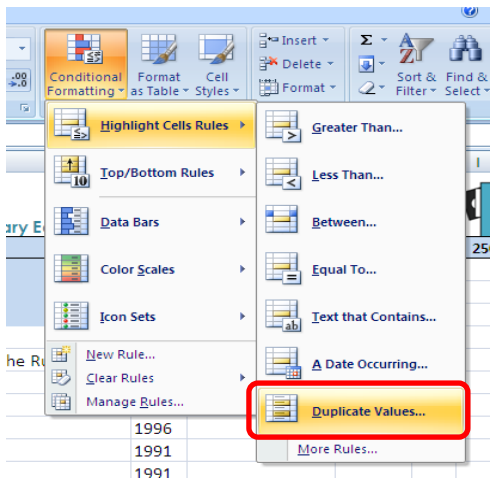
9. Select a column and click on Conditional Formatting.



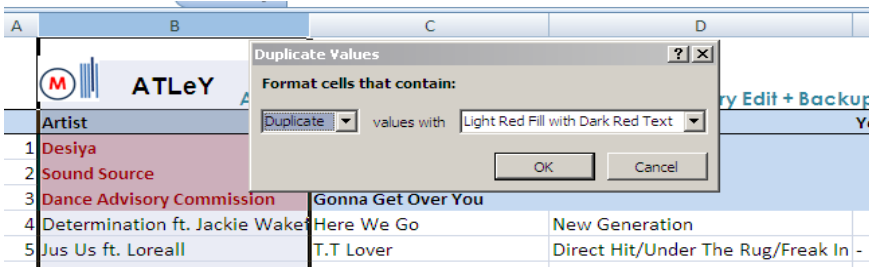
The screenshot shows the Excel ribbon with the 'Conditional Formatting' button highlighted in a red circle and pointed to by a red arrow. Below the ribbon, the spreadsheet shows columns B, C, and D. Column B contains a list of artists: Desiya, Sound Source, Dance Advisory Commission, Determination ft. Jackie Wake.

	Artist	Track/Song/Album	Label
1	Desiya		
2	Sound Source		Right Area Records
3	Dance Advisory Commission	Gonna Get Over You	
4	Determination ft. Jackie Wake	Here We Go	New Generation

10. Click on Highlight Cells Rules and Duplicate Values.



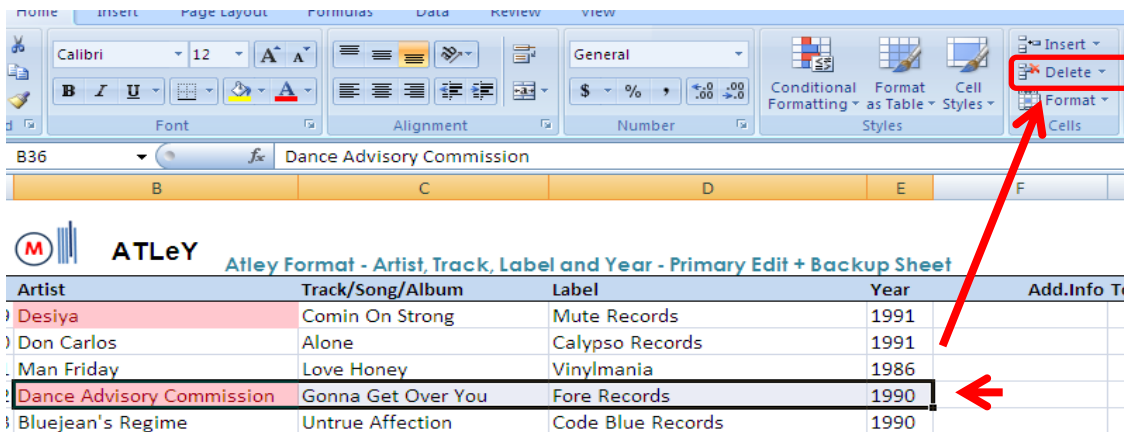
11. Click OK unless you want different highlight colours.



12. Your cells will highlight.

13. Scrtoll down and select the same ATLY cells for removal.

14. Press delete.

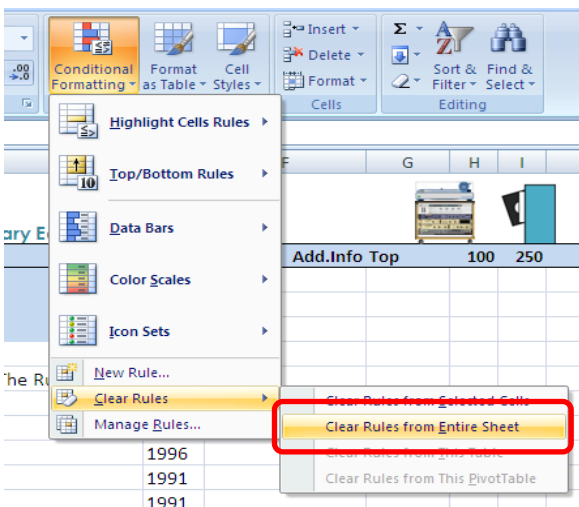


15. Do this for every duplicate. Remember to select ATLY cells only (+ Add. Info if added).

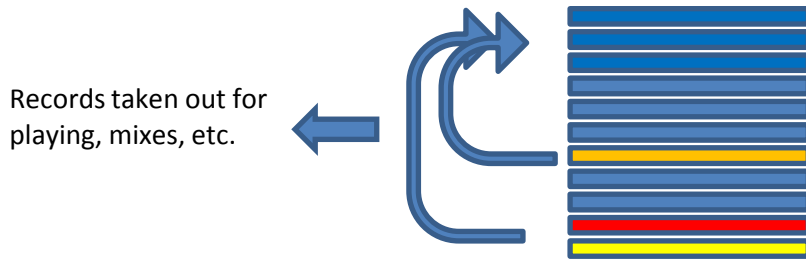
15a. You may also find Excel recognises other duplicates.

15b. Be sure not to delete wrong duplicates.

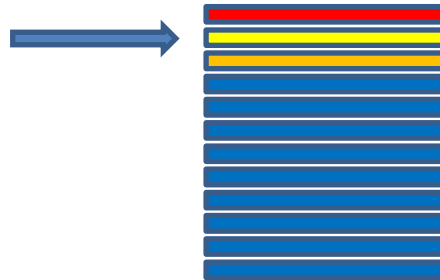
16. When finished, remove highlight rules (for entire sheet).



SUMMARY (for larger quantity removals of your records).



Reinsert taken out records at the front of your collection.



Push back records physically. Push back list digitally. Recatalogue returns and match list to shelves. Delete duplicate listings.





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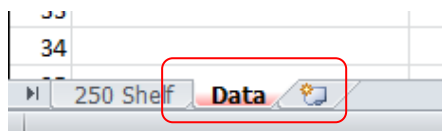
*It does not matter that your collection is random, just get your records listed first.

Instructions for (digitally) indexing/alphabetising your record collection.

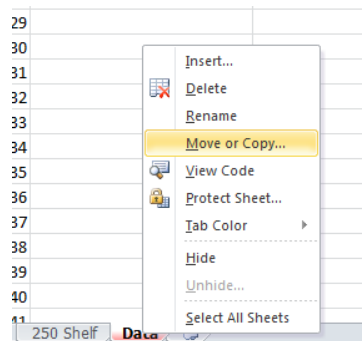
Users may find these instructions useful as a start to getting a record collection physically in alphabetical order. The main point is to get a record collection listed in an Excel sheet. If you have not done so at this point, it is advisable to start cataloguing your records (in any Excel sheet [using the ATLY format which can be transferred] or in the Muzik-Locator's Data/Unit/List sheet (ATLY = Artist, Track, Label and Year).

Example using the Muzik-Locator 250.

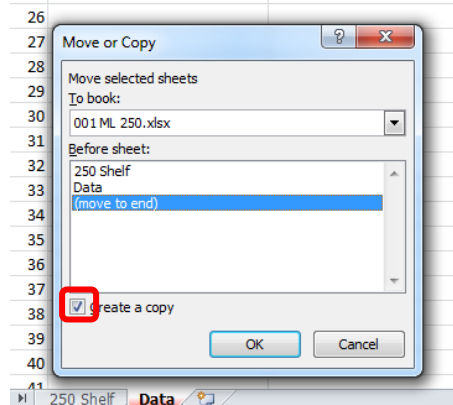
1. Open the Muzik-Locator.
2. Go to your fully populated Data/Unit or List tab.



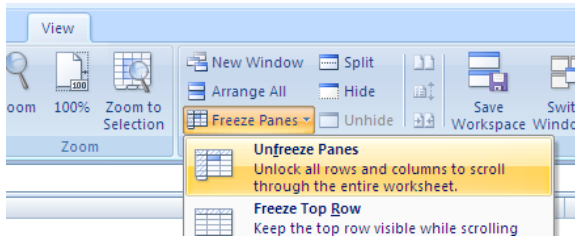
3. Make a copy of the Data sheet.



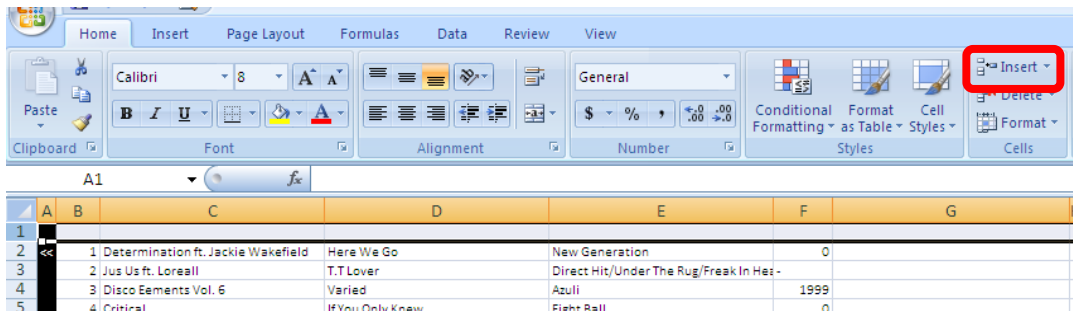
- 3a. Check the 'Create a copy' box and move the sheet to the end.



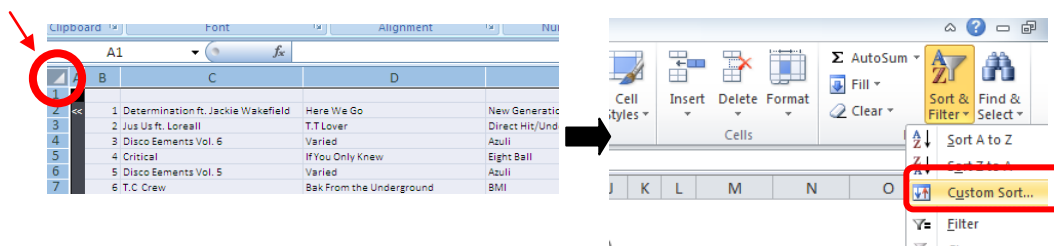
- With your new copy of the Data sheet you will now be able to sort the list. You can sort the original Data sheet if you like but I chose to make a duplicate in case of making mistakes.
- Unfreeze panes.



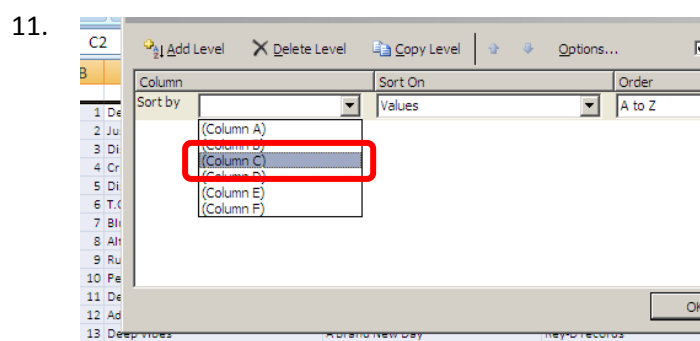
- Now delete the Header plus any pictures, drawings, etc. When sorting, the sorter will sort everything, even header titles, etc. You need to sort only music content.
- Some pictures/logos may be linked, right-click any images in a header to select it and delete.
- When deleting the header, delete the Artist, Track... header bar, then reinsert a new blank row so your first listing is the second row down.



- Now click the left corner A1 arrow (the whole Excel sheet goes dim blue), then 'Sort & Filter' > 'Custom Sort'.



- You will now have the option which column to sort alphabetically and its partnering data will be sorted with it.



12. I chose column C which is the Artist column.

13. Press OK to sort. Your list will now be sorted alphabetically. Notice how rows are kept intact, the number on the list also relative to the record's location.

14. You could use this list to start sorting alphabetically physically (limit this to starting only) or using it to check your physical sorting already done. Searching for each individual record alphabetically using the Muzik-Locator to start organizing your collection can be time-consuming. It is still important to have your records catalogued and then be able to use the list as you wish.

15. You can also alpha-zone your list in preparation for your physical sorting, e.g, this might be how you want your collection to finally be. Personally I am happy with my random setup but I totally understand (for different styles of music) to want your own personal arrangement which you are happy with.

	A	B
6	a	203 Ace & the Sandm
7		12 Adeva
8		164 Adeva
9		54 After Hours
10		55 After Hours
11		24 Agape Sounds
12		8 Alternations
13		194 Apexton
14		68 Aphrodisiac
15		82 Aphrodisiac
16		145 Asylum
17		42 Audio One
18		249 Audio One
19	b	206 B.O.P.
20		242 Basil HardHouse
21		214 Bass Is Base
22		128 Beautiful People
23		75 Billie
24		115 Blapps Posse
25		7 Blue Zone
26		30 Bluejean's Regim
27		129 Bodywork
28		83 Camilla

16. Either way, get your records listed – most important.

End.

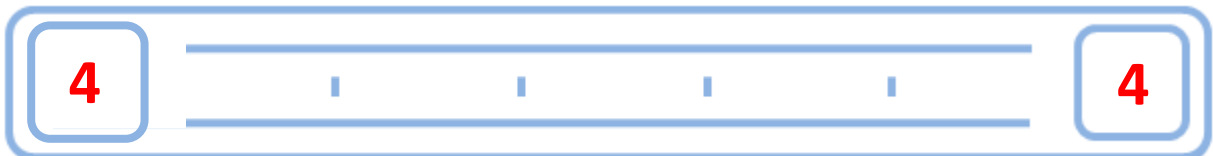
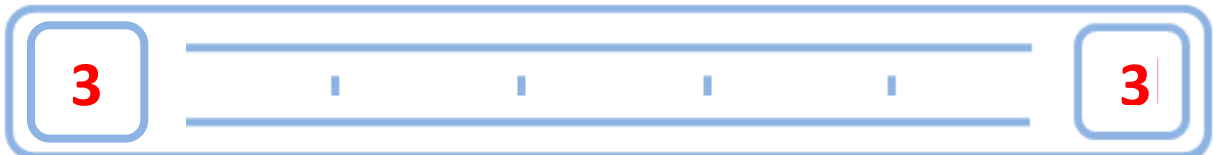
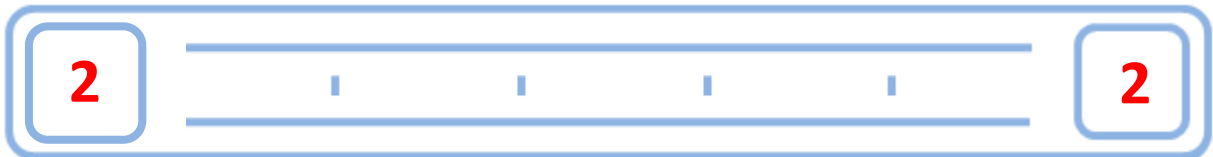
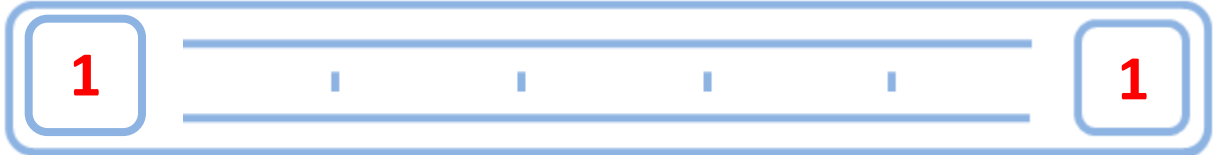
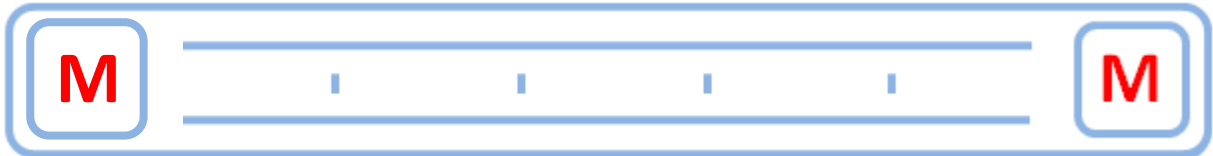
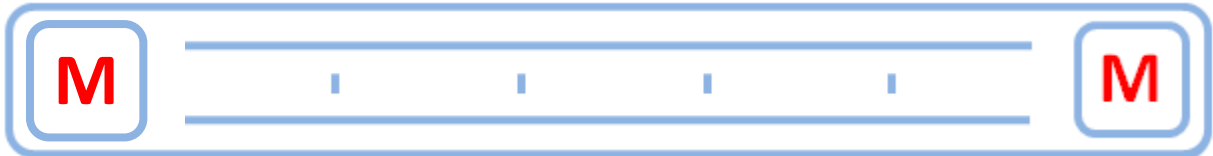
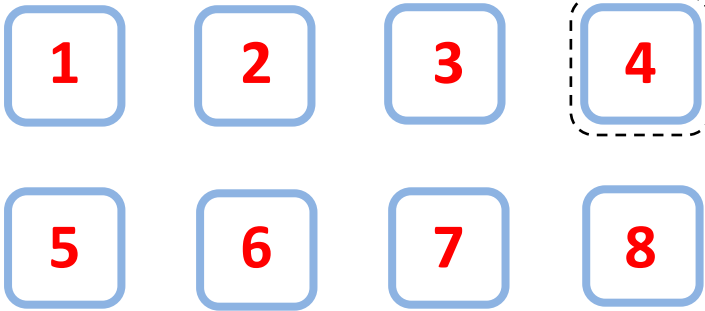
Muzik-Locator®



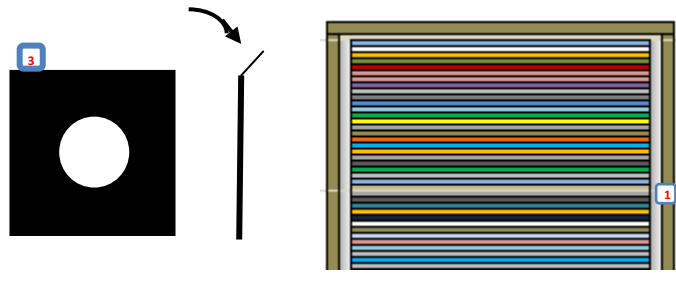
Shelf zone markers and individual markers for when e.g. a record is removed

Print on stronger card (e.g 150 GSM) and strengthen longer markers by creating backings and gluing more layers of card.

For all markers: Pritt-stick glue – Recommended.



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).



For 12" users can zone the edges or sides of crates/boxes.

1 2 3 4 M M

For 7" only. * 12' users can cut longer pieces of card 33.5 cm (13+3/16") by 2cm (13/16") to glue the markers on.