Muzik-Locator_o

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.

Artist	Track/
1 Test 1	
2	
2	

- 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.

	Find and Replace	
Artist/Band		
1 Test1	Find Replace	
2 Test2	Find what:	
3 Test3		
4 Test4		
5 Test5	Options >>	
6 Test6		
7 Test7	Find All Eind Next Close	
8 Test8		
9 Test9		
10 Test10		

Important - The Find box displays. Now click on 'Options'

Changes Mitching ICassadd and Used	Find and Replace
in' settings to 'Workbook', 'By	Find Replace
Columns' and 'Values'.	Fi <u>n</u> d what:
Searching 'sheet' won't work. You	/
want to search the whole workbook.	Within: Workbook 🏹 🛛
	Search: By Columns
	🛛 Look in: 🛛 Values 🛛 🗸
	Formulas

Match <u>c</u>ase Match entir

Find

- 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'.

Artist/Band	Track/So Find and Penlace
66 Test66	
67 Test67	Find Replace
68 Test68	Find what:
69 Test69	
70 Test70	
71 Test71	Within: Workbook 🔽 🗖 Match case
72 Test72	Search: By Columns V Match entire cell contents
73 Test73	
74 Test74	
75 Test75	
76 Test76	Find All Find Next
77 Test77	

Values

Comments

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

- 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.
- When searching for a Track, press Return. The selector appears twice on the left side of a crate and on the crate's edge.
- When searching for a Label/Manufacturer, press Return. The selector appears once on the right side of a crate and on its edge.
- 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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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).

