



Muzik-Locator®

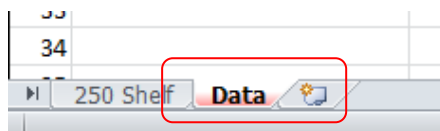
*It does not matter that your collection is random, just get your records listed first.

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

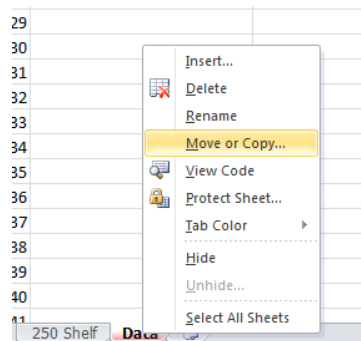
Users may find these instructions useful as a start to getting a record collection physically in alphabetical order. The main point is to get a record collection listed in an Excel sheet. If you have not done so at this point, it is advisable to start cataloguing your records (in any Excel sheet [using 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.

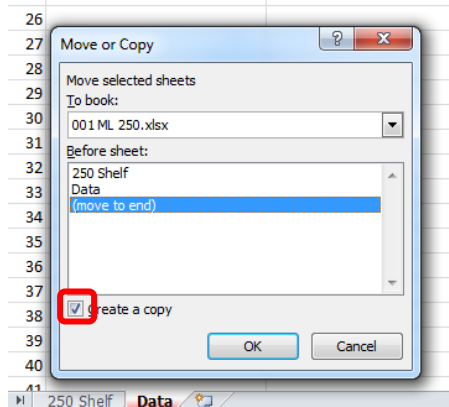
1. Open the Muzik-Locator.
2. Go to your fully populated Data/Unit or List tab.



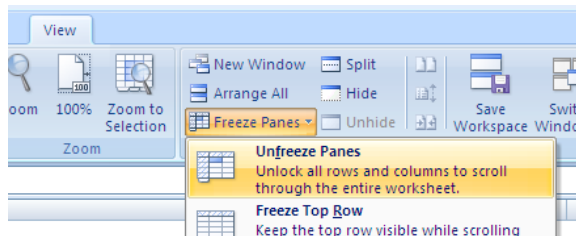
3. Make a copy of the Data sheet.



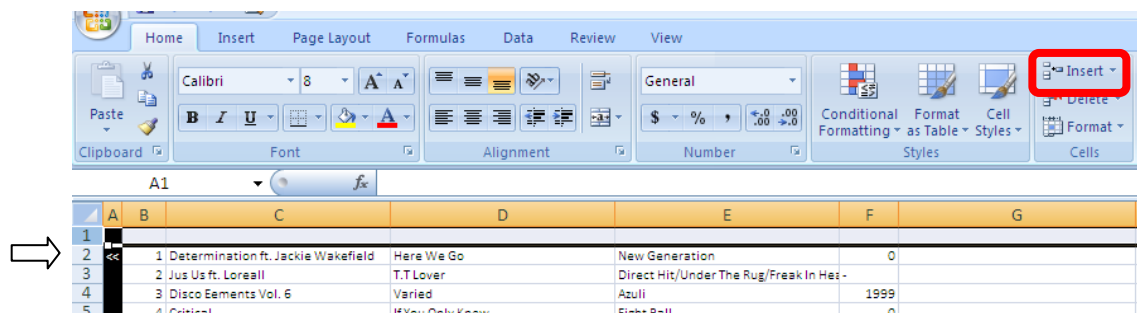
- 3a. Check the 'Create a copy' box and move the sheet to the end.



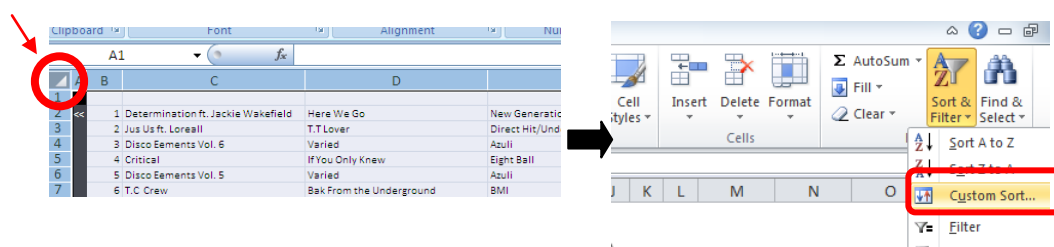
4. With your new copy of the Data sheet you will now be able to sort the list. You can sort the original Data sheet if you like but I chose to make a duplicate in case of making mistakes.
5. Unfreeze panes.



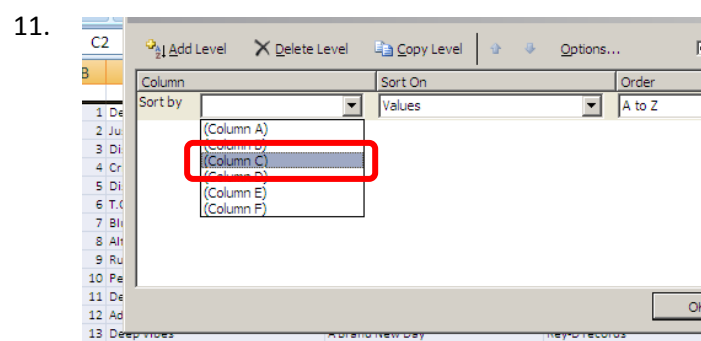
6. Now delete the Header plus any pictures, drawings, etc. When sorting, the sorter will sort everything, even header titles, etc. You need to sort only music content.
7. Some pictures/logos may be linked, right-click any images in a header to select it and delete.
8. When deleting the header, delete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



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



10. 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 Agepe 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		82 Camilla

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

End.