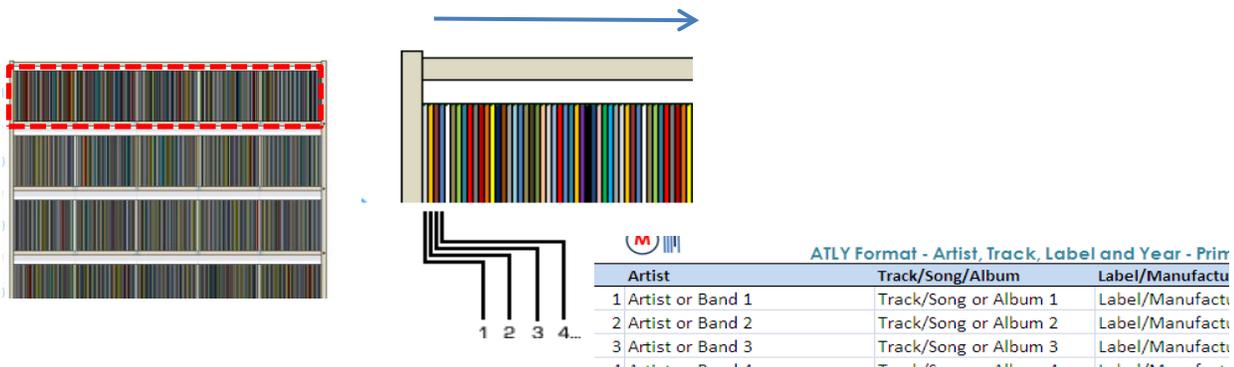


Muzik-Locator®

1. All you need to do is start cataloguing/list your records in the free Zoned ATLY sheet.
2. Pick one shelf of your (real) shelving unit to start, preferably the top shelf and catalogue records to the end of the shelf.



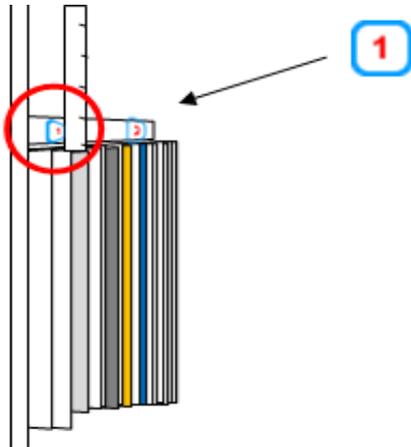
3. Using the ATLY format, write in the Artist, Track, Label and Year for each record.
4. **Make sure all is matching and in order between your digital list and physical stock.**

Get in the zone

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



7. Use markers provided on the Shelf Marker PDF sheet. Create your zones, make divisions.
8. I have 250 records on one shelf, sectored every 50 records.
9. You can zone a shelf even more e.g. 8 which would be more precise, it's up to you.
- 9a. The ATLY sheet is zoned Z0-1, Z1-2, Z2-3, Z3-4, Z4-5 (column B).
10. E.g. you will have to count every 50 records to place a marker.
11. 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 ATLY sheet to locate your record/s.

14. Method 1 is using the ATLY zones as a pointer to tell you **where** to start searching.

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

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

* * * * *

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. At the end you will now (at last) have your records listed.

Hope this has been an inspiration to catalogue your records and enjoy!

End.