

Table of Contents

Chapter 1: Introduction	1
About the Music Library.....	1
Music Library Modules	1
Sample Files	2
New Features in version 5.0.....	2
About this guide	3
Macintosh/PC Conventions	4
Chapter 2: Installation	5
MacOS Installation.....	5
Windows Installation.....	6
Technical Support	8
Chapter 3: Music Library Basics	9
Licensing.....	9
Managing Your Passwords	10
Working with Database Files	11
Working with Records.....	12
Working with Fields	18
Nameable Fields.....	19
Printing Records	19
Importing and Exporting Data.....	20
Chapter 4: The Library Modules	23
Library Windows	23
Entering Movement Titles	25
Instrumentation Details	25
Audio Files.....	26
List Views	26
Performance Notes.....	27

Tracking Orders.....	29
Tracking Loaned Materials	30
Event Schedules.....	31
Publication Information.....	31
Recording Library.....	32
Printing Reports	32
Chapter 5: The Gradebook Modules	36
Setting Up a Gradebook.....	36
Entering Grade and Attendance Data.....	40
Viewing and Printing Grade Reports	41
Importing and Exporting Grade Data.....	42
Chapter 6: The Attendance Module	43
Setting Up Attendance Records.....	43
Entering Attendance Data	45
Viewing and Printing Attendance Reports	45
Chapter 7: The Member Modules.....	47
Entering Member Data	47
List Views	48
Creating and Printing Form Letters	49
Tracking Fundraiser Data	50
Instrument, Uniform and Concert Attire Inventories	51
Printing Labels and Envelopes	53
Chapter 8: Troubleshooting.....	56