Media Manager

1 Introduction

The *Media Manager* application can be used to list different types of media with all their contents. Each media and media part can be categorized using tags as well as other metadata that can be used to search for specific items within the application. The application offers a searching functionality as well as several other support features that enhance the creation of media catalogs.

2 Help Menu

The help menu can be reached from all other menus by using the "Help" button in the menu bar. The help menu shows different topics in the lefthand list from which the user can select a desired topic. The user can then navigate through the topics and pages of the topics by using the arrow buttons or the arrow keys.
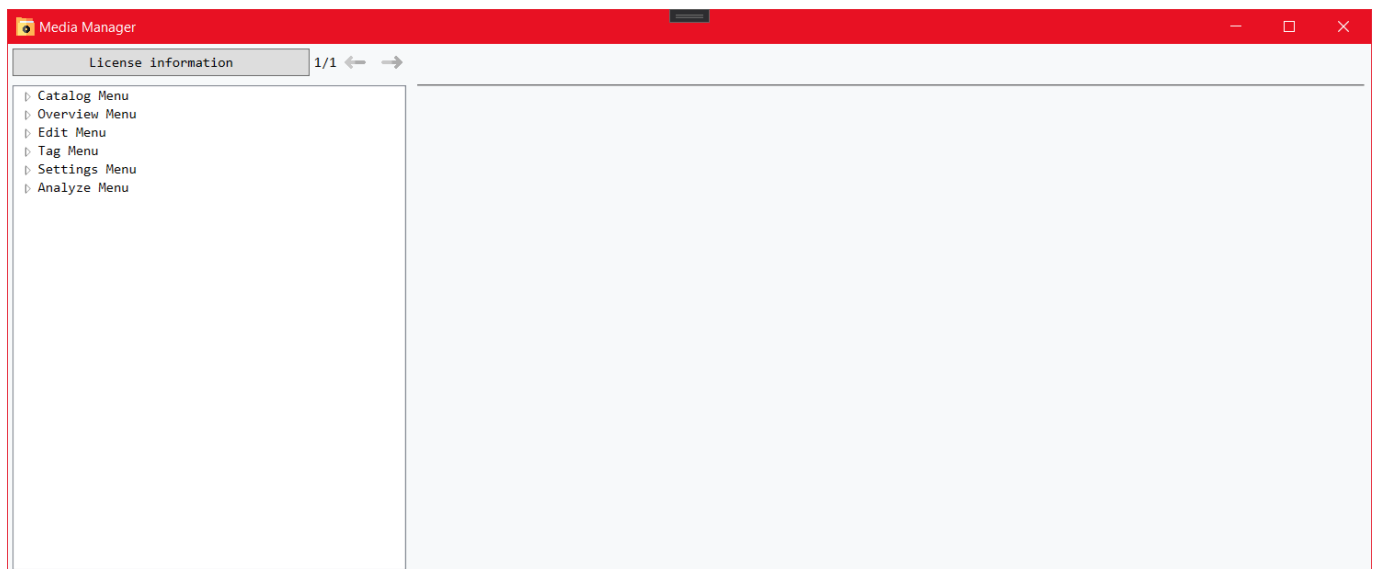
3 Editing Catalogs

Within the catalog menu, catalogs can be created, edited or deleted. Furthermore, the active catalog can be selected by double clicking it or catalogs can be exported and imported.

The catalog menu is the first menu that will be opened, if no catalog exists yet. The menu then offers the access to the catalog creation as well as the settings and help menu.
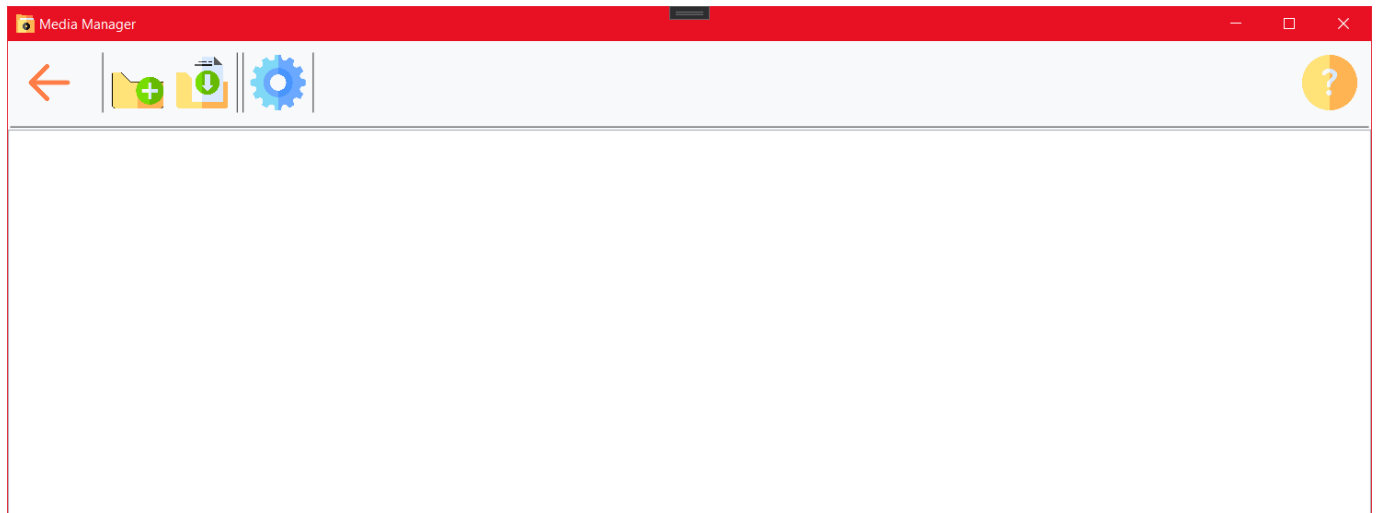
When clicking the "Add Catalog" button in the menu bar, a dialog will be opened to insert a title for the catalog.

4 Overview Menu

The overview menu provides the searching functionality on the righthand side of the menu as well as the access to all other menus. Furthermore, tags can be created by opening the corresponding dialog or submenu.

On the lefthand side of the menu, further controls can be enabled that allow editing playlists, viewing the title of the day or viewing statistics.
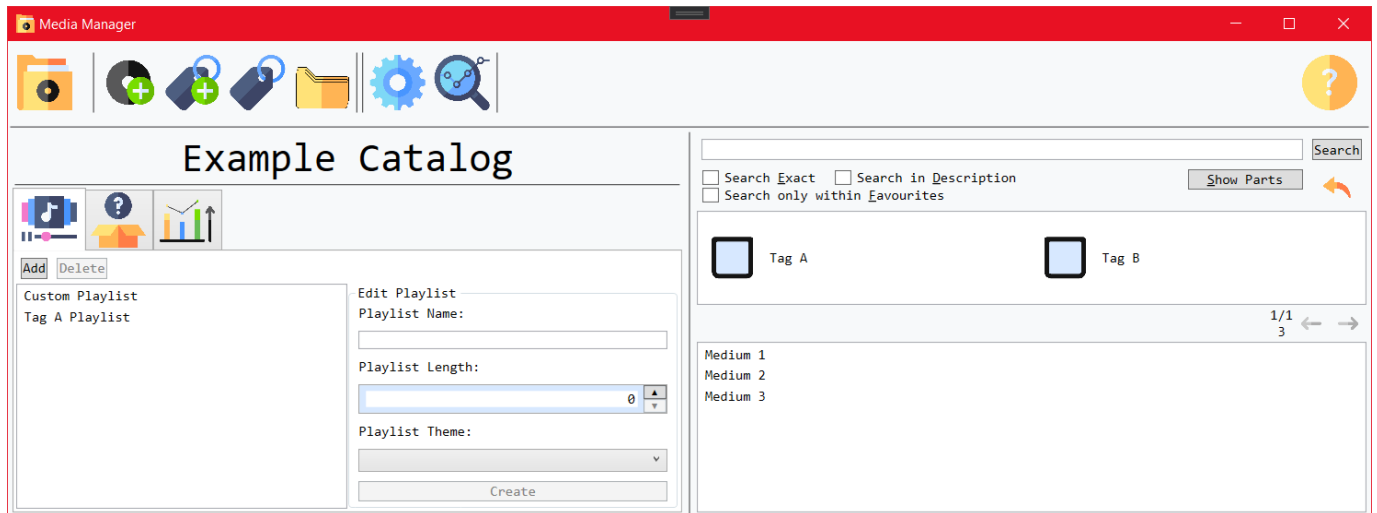
4.1 Adding Media

Media can be added by clicking the "Add Medium" button in the menu bar. That way the edit menu will be opened for the creation of a new medium.

4.2 Searching Media and Media Parts

The search on the righthand side of the overview menu allows to filter for media and media parts by title, tags and further attributes.

To open an existing medium from the overview menu, an item in a playlist or the search result can be double clicked.
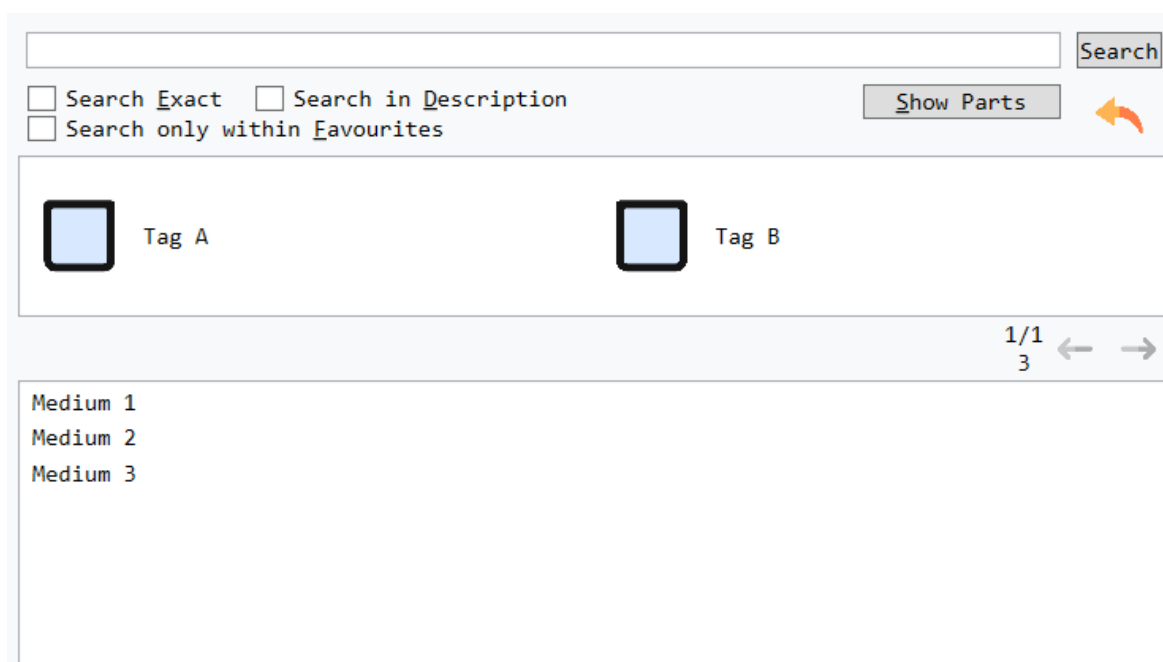
5 Editing Media and Media Parts

If a medium is opened in the edit menu, the media and media part information can be edited. Therefore, editing can be started in the menu bar, in case the menu was opened to view a medium. Then the data can be edited and the changes can be saved.

> **Changes must be shaved explicitly and will be discarded otherwise!**

Media and parts are each described by a title and can hold additional information such as a description and tags. Parts also can contain further data such as images, a length and a publication year, whilst media can have a location.

If tags are set for the whole medium, these values will be applied for all of their contained parts.
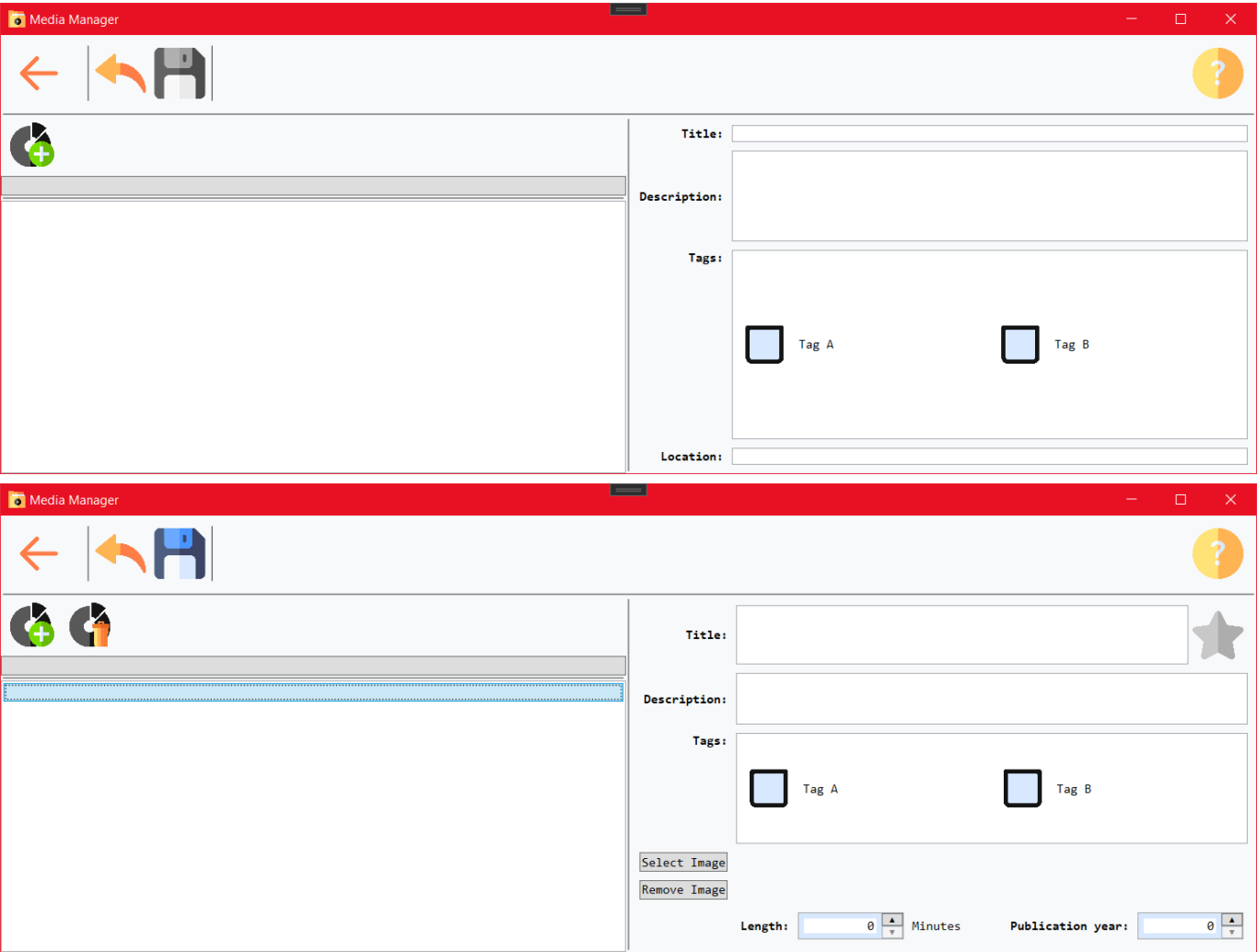
6 Settings

The settings allow the configuration of the application. This includes the setup of the automatic backup, catalog settings and further global settings such as the language and the available features in the overview menu.
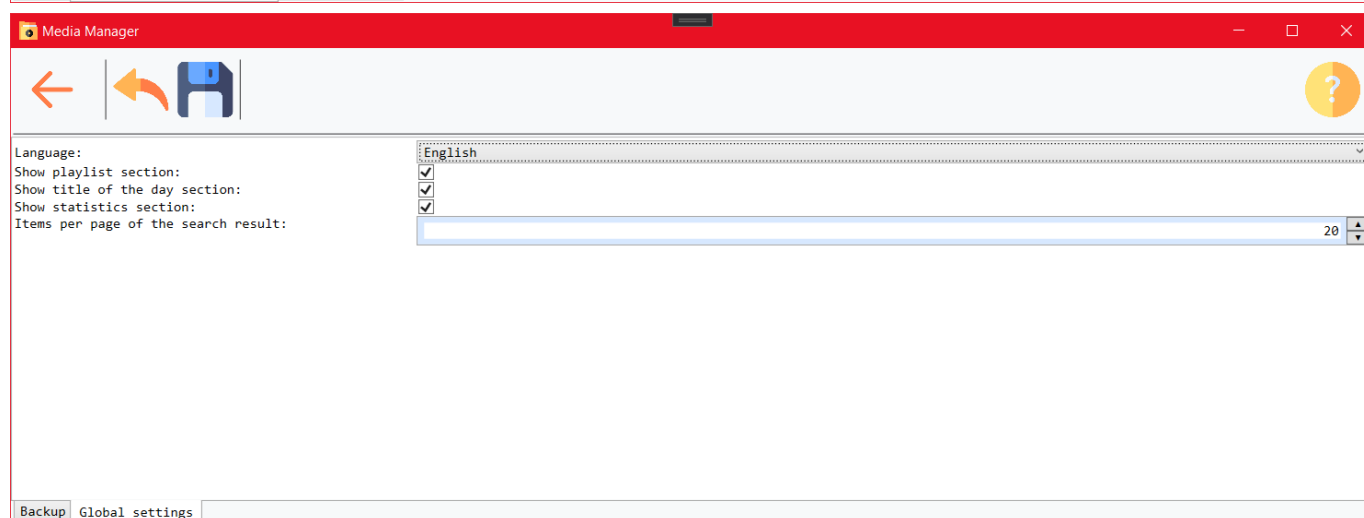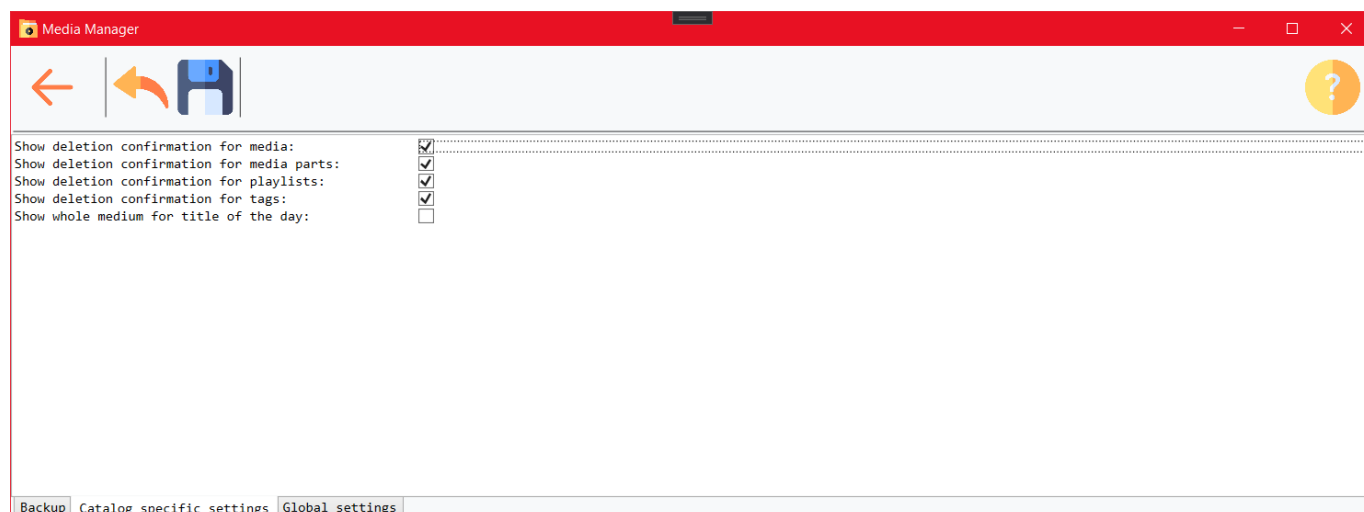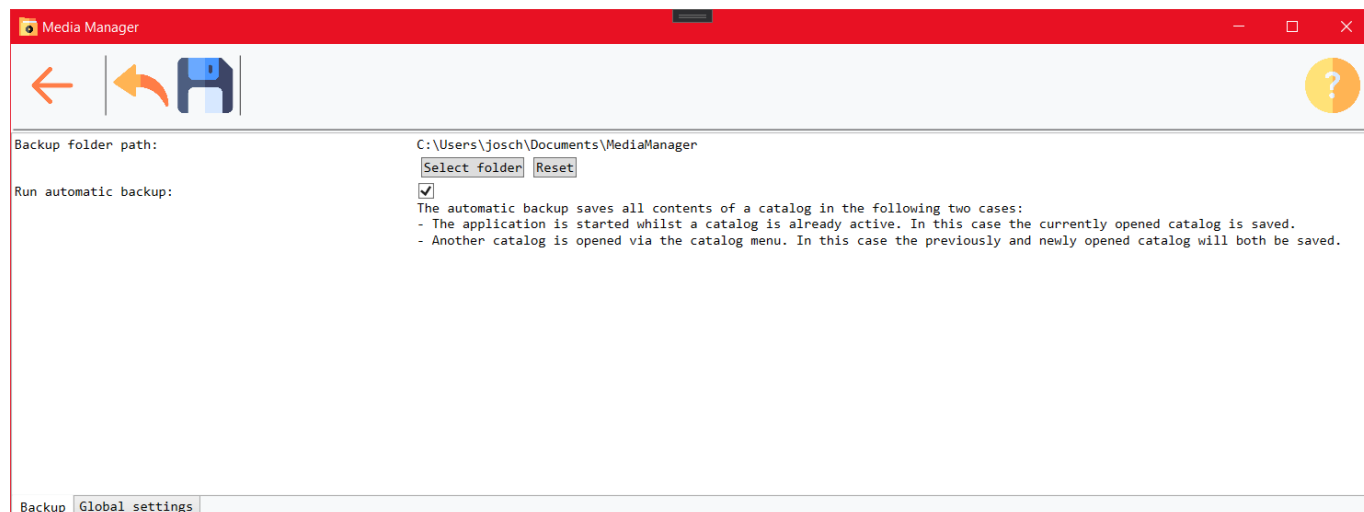
7 Analyze Menu

The analyze menu provides the access to different inconsistencies that were found within the currently active catalog. This includes empty or doubled media as well as missing attributes for media or their parts.

The found items are shown in a preview and can then be opened in the edit menu by clicking the edit button.

In case of doubled media, the items are not edited in the edit menu. Rather they are opened in a merge menu that allows the combination of the desired media information and parts to create a single combined medium instead of the doubled items.
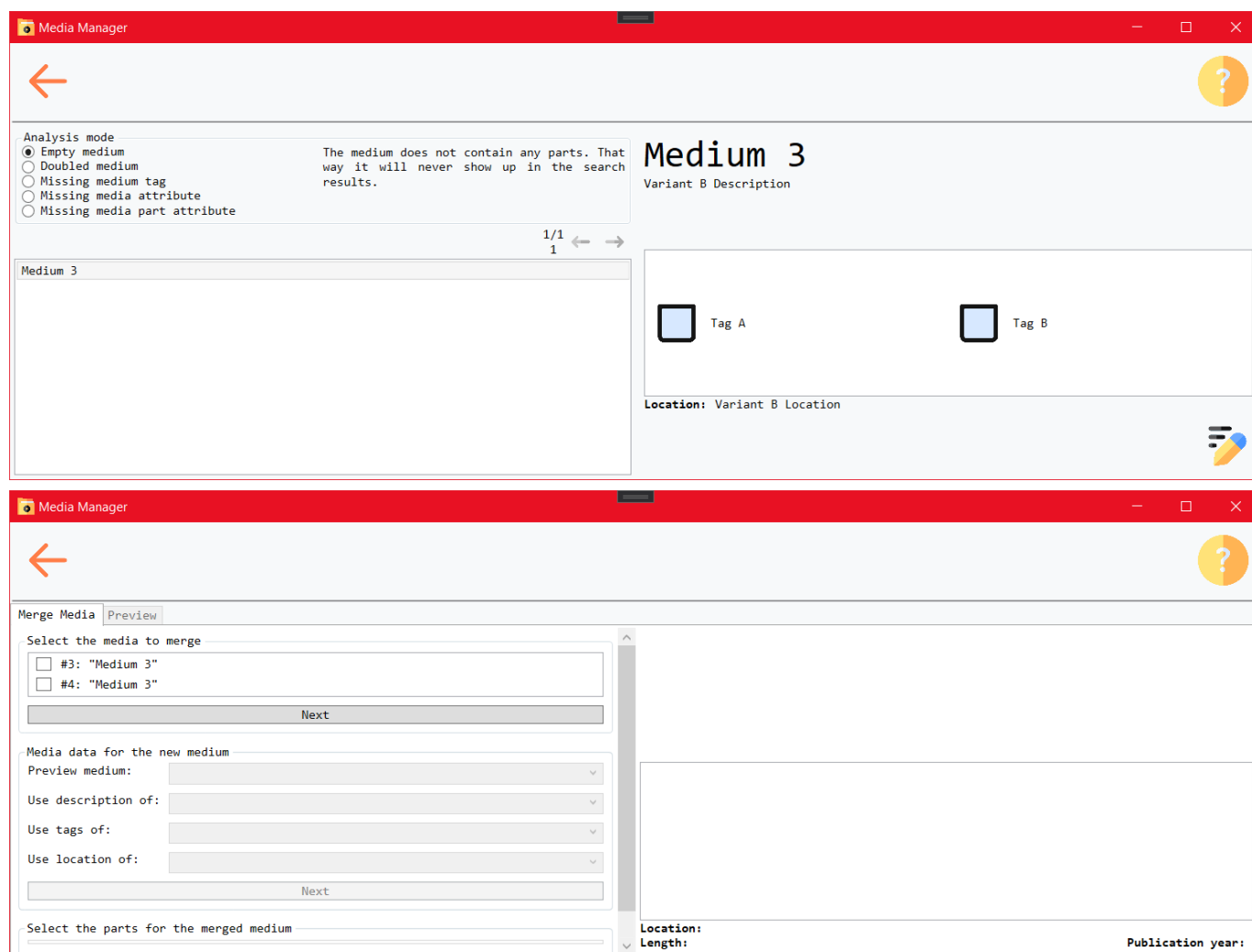
8 Useful Keyboard Shortcuts

Menu	Shortcut	Function
-	F1	Show help
-	F2	Open settings menu
Help Menu	Esc	Close menu
Help Menu	Arrow Keys	Navigation if the topic list has focus
Catalog Menu	Esc	Close menu
Catalog Menu	Ctrl + N	Add catalog

Menu	Shortcut	Function
Catalog Menu	Ctrl + I	Import catalog
Catalog Menu	Ctrl + L	Open selected catalog
Catalog Menu	Ctrl + E	Edit selected catalog
Catalog Menu	Ctrl + O	Export selected catalog
Catalog Menu	Ctrl + D Del.	Delete selected catalog
Overview Menu	Ctrl + N	Add medium
Overview Menu	Ctrl + T	Add tag
Overview Menu	Ctrl + R	Reset search
Overview Menu	Ctrl + Shift + T	Open tag menu
Overview Menu	Ctrl + Shit + C	Open catalog menu
Overview Menu	Ctrl + Shit + A	Open analyze menu
Overview Menu	Arrow Keys	Navigation through search result list if it has focus
Overview Menu	Ctrl + Enter	Open selected medium
Edit Menu	Esc	Close menu
Edit Menu	Ctrl + E	Edit medium
Edit Menu	Ctrl + R	Discard changes
Edit Menu	Ctrl + S	Save medium
Edit Menu	Ctrl + N	Add a new part
Edit Menu	Ctrl + M	Show media information
Edit Menu	↑/↓ Arrow Keys	Navigation through media part list if it has focus to show the part information
Edit Menu	Ctrl + F	Toggle favourite for currently selected media part
Edit Menu	Ctrl + I	Select image for currently selected media part
Edit Menu	Ctrl + Shift + I	Clear image for currently selected media part
Edit Menu	Ctrl + D Del.	Delete selected part or medium

Menu	Shortcut	Function
Tag Menu	Esc	Close menu
Tag Menu	Ctrl + N	Add tag
Tag Menu	Ctrl + E	Edit selected tag
Tag Menu	Ctrl + D Del.	Delete selected tag
Tag Menu	Ctrl + S	Save changed tags
Tag Menu	Ctrl + R	Discard changed tags
Tag Menu	↑/↓ Arrow Keys	Navigation through tag list if it has focus
Tag Menu	Arrow Keys	Navigation through media list if it has focus
Settings Menu	Esc	Close menu
Settings Menu	Ctrl + R	Discard changes
Settings Menu	Ctrl + S	Save settings
Settings Menu	Ctrl + Tab Ctrl + Shift + Tab	Change tab
Analyze Menu	Esc	Close menu
Analyze Menu	Ctrl + ↑/↓ Arrow Keys	Change mode
Analyze Menu	Ctrl + E	Edit selected element
Analyze Menu	Arrow Keys	Navigation through media list if it has focus
Merge Menu	Esc	Close menu

Furthermore, there exist key combinations for most buttons with textual content.