Optical disk

OS-04-0990

Optical disk storage system

The optical disk storage system features non-magnetic storage of large numbers of sound files that can be cross referenced and indexed for quick retrieval. The sound files are stored on removable optical disks, and an up-to-date index of all sound files on all disks is maintained on your Winchester disk.

The optical disk

Each side of an optical disk can store a total of one gigabyte of sound. This translates into approximately 10,000 sound files with a length of one second each or 2.75 hours of sound files recorded at a sampling rate of 50 kHz.

Sound files are stored in a file management system that allows you to cross-reference them so that any desired sound file can be located quickly and easily. Once located, a sound file can be loaded into polyphonic sampling memory (poly memory).

Stored on the Tahiti® magneto optical disk, a sound file cannot be overwritten. If desired, it can be deleted, renamed or replaced, although the space where the original file was stored is not reusable. Each time you delete, rename or replace a sound file, you decrease by one the total number of files that can be stored on the disk.

Although you cannot overwrite sound files, you can completely erase the disk and use it again.

The Optical Disk Display, activated from the Main Menu, is used to prepare and load optical disks and to store and recall sound files.

For information on transferring sound files and cues to and from the Direct-to-Disk using the Optical Transfer panel of the Audio Event Editor, see the *Audio Recording* and *Audio Editing* manuals.
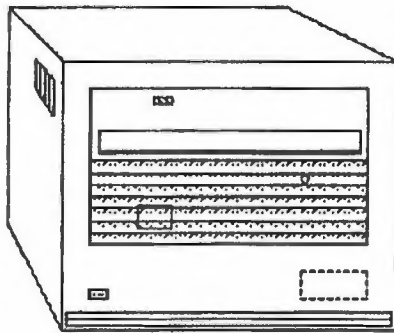
Tahiti drive

OPTICAL DISK STORAGE

Sound File:	PIG001	Store	Update: Source
Caption:	Snorts, angry		
Categories:	ANIMALS	FARM	
Clear	ANIMALS :PIGS		
Free: 212			

Contents of Optical Disk	T	?
AIRPLANES: HELICOPTERS		
AIRPLANES: JETS		
ANIMALS: BIRDS		
ANIMALS: COWS		
ANIMALS: DOGS		
ANIMALS:DONKEYS		
ANIMALS: HORSES		
ANIMALS: PIGS		
ANIMALS: SHEEP		
APOCALYPSE: HELICOPTERS		

| Load Volume | Categories Only | |
| Free Space   Dir 99%   Data 96% | | |

Contents of W1:	T	?
BIRDS		
CLUCK001 QUACK001		
QUACK002 CROW001		
SONG001 SONGOO2 SONG003		
SONG004		
COWS		
MOO001 MOO002		
DOGS		
BARK001 BARK002		

| SHOW: Names Only | |
| FUNCTION: Recall & Audition | |

Optical Disk Display

Optical disk   4.3

The optical disk volume and index

Each side of an optical disk is called a **volume** and is treated as if it were a separate disk. There is a special subcatalog in the top-level of your Winchester disk called .INDEX. This subcatalog contains an index file for each optical volume you use with your system.

The index includes all the categories to which each sound file is assigned plus the first 62 characters of the sound file caption.

The filename of each index file appears in the .INDEX subcatalog as the first eight characters of the **volume name** of the optical disk volume to which it corresponds.

Sound file categories

When you store a sound file to optical disk, you can assign it to one or more **categories**. For example, sound file JET00001 assigned to category AIRPLANE would appear on the Optical Disk Display as

AIRPLANE
JET00001

A category can also contain one or more levels of **subcategories**. For example, files contained in the third level subcatalog of the category AIRPLANE might be displayed

AIRPLANE:LARGE:JET:
JET00003   JET00004

You can cross-reference files by placing them in more than one category. For example, if you have assigned the file GUN00001 to the categories GUNS, WAR:GUNS and BANG:LOUD, you can locate the file by displaying any of those three categories. Although the file GUN00001 would appear on the Optical Disk Display in all three categories, the file actually is stored only once on the optical disk.
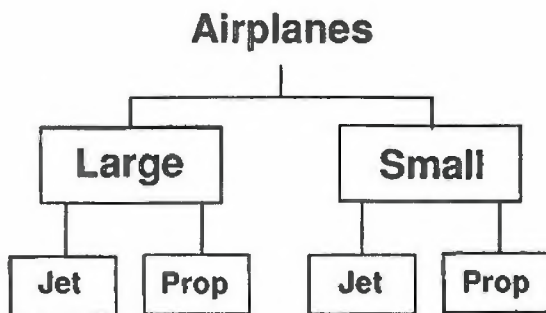
BANG:LOUD	GUNS	WAR:GUNS
GUN00001	GUN00001	GUN00001

Storing sound file categories and captions

Each sound file stored on optical disk is stored with all the categories and subcategories to which it is assigned. For example, if a sound file is assigned to three different sets of categories and subcategories, all three sets are stored with the sound file.

The space reserved with each sound file for storing assigned categories is limited to 256 characters. This space is shared with the caption given to the sound file in the Sound File Editor. Thus, the more categories to which you assign a single sound file, the shorter its caption can be. Or, the longer the sound file caption, the fewer categories to which the sound file can be assigned.

If you attempt to assign a sound file a caption and categories exceeding the 256-character limit, an error message appears. When this occurs, you have to either edit the sound file caption or assign fewer categories. Both operations can be done from the Optical Disk Display.

Airplanes

```
                    Airplanes
                        |
         ┌──────────────┴──────────────┐
       Large                         Small
     ┌───┴───┐                     ┌───┴───┐
    Jet    Prop                   Jet    Prop
```

Preparing the optical disk for storage

Before using the optical disk drive, be sure it is included in the device configuration for your system. Answering yes to the optical disk questions during a Winchester installation automatically sets this configuration for you.

If you are not installing new software when adding the optical disk, use the Configur utility to configure your system. The device name for the optical drive is O0: (Oh-zero:). The type is 5" Optical.

Turning on the optical drive

The power switch for the Tahiti drive is on the back of the enclosure. It is a good idea to connect the optical disk unit to a circuit controlled by a master switch so that it is turned on with the rest of the system. As soon as you turn on the power and insert a disk, the Tahiti drive is ready to load. (See "Loading a formatted optical disk volume" later in this section.)

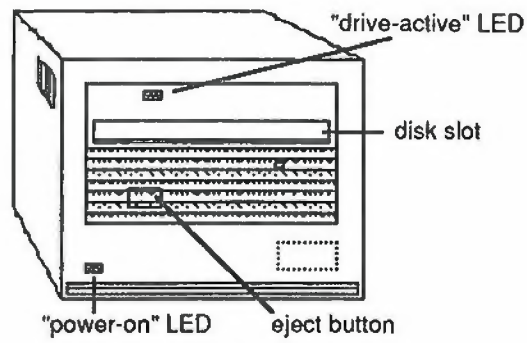## Tahiti drive safety precautions

If the Tahiti drive does not operate properly, do not try to fix it yourself. The drive does not require user maintenance. Please call your distributor, dealer, technical support representative, or Maxoptix Applications Engineering for service information.

WARNING Invisible laser radiation is present inside the drive assembly. Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. Observe the following precautions.
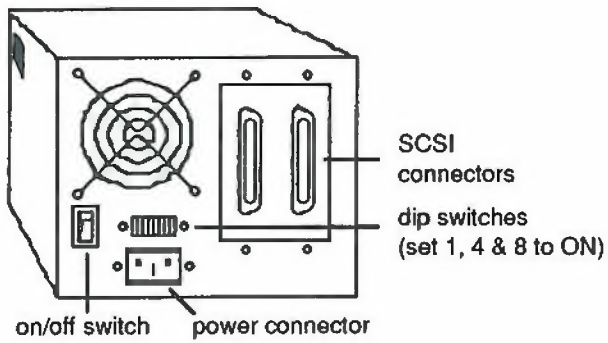
- Never remove any circuit board from the drive.

- Do not use the drive without a chassis or enclosure.

"drive-active" LED

disk slot

"power-on" LED   eject button

SCSI
connectors

dip switches
(set 1, 4 & 8 to ON)

on/off switch   power connector

**Preparing the
optical disk for
storage (con't)**

Inserting and removing a Tahiti optical disk

- Insert the disk either side up with the arrow pointing toward the drive, and push it firmly into position.

- Remove the disk by pressing the eject button.

  The upper LED lights and the disk is automatically ejected.

Formatting a Tahiti optical disk

Tahiti magneto optical disks must be formatted with the **Formcopy**
utility (instructions for using Formcopy are in the Monitor section of
Organizing and Storing Sounds). Two types of formatting are required.

SCSI initialization	needed only once in the lifetime of the disk; takes about 40 minutes per 1 megabyte side.
NED format	needed the first time the disk is used and whenever it is erased; takes about 25 minutes per 1 megabyte side.

Formcopy automatically applies whatever formatting is necessary
and displays messages informing you of the time required and the
progress of each formatting procedure.

Erasing a Tahiti optical disk

A Tahiti magneto optical disk can be erased for reuse at any time by
reformatting it with Formcopy. When it is reformatted, enter a new
volume name and caption as explained below.

Preparing a blank optical disk volume

Before you use a new blank optical disk, each volume of the disk
must be prepared for data storage. You should do this only when
you are ready to use the disk.

1. Insert the optical disk into the drive. Make sure the letter on
    the left of the cartridge indicates the appropriate volume.

    A dialog box appears on the Optical Disk Display.

    Optical volume is unformatted or is inserted upside down.
       [format] [cancel]
    Volume name: Caption:
    Enter: Today's Date: 01 JAN 88   Time: 12:00 PM

2. Check that you have the correct disk and side and then select
    the field labeled Volume Name.

3. Enter a volume name. The name can be up to eight characters
    long; spaces and the following characters cannot be used.

    ? ! : ; , \ / < > + = % & * | @

    Note: Once entered, a volume name cannot be changed. Two
    volumes cannot have the same name.

4. Enter today's date and time. Default dates and times appear,
    but should be updated at the time of the format.

5. Move the screen cursor to Caption and enter a caption for the
    volume. The caption—text used to describe the contents of the
    disk—can be up to 45 characters long.

6. Click the Format button.

    The optical disk is prepared with the volume name and
    caption specified. An index file, having the same name as the
    volume name, is created in the Winchester .index subcatalog.

Loading a formatted and prepared optical disk volume

Each time you insert an optical disk, the Winchester index for the current volume is loaded into computer memory.

You can load a volume automatically by selecting either the Sound File Directory or the Optical Disk Display from the Main Menu after you insert the disk.

If either the Sound File Directory or the Optical Disk Display is already on the screen when you insert the optical disk, you will have to load the volume manually.

On the Sound File Directory, click or type the number preceding the optical disk in the device list at the top of the screen, and then click [LOAD] in the dialog.

On the Optical Disk Display, click the Load Volume command box near the lower left corner of the display.

Updating the index file

If you insert an optical disk volume that has been created or updated on another system, a prompt appears.

> The index for this optical volume is not up-to-date.
> [update] [cancel]

■   Click [update] to update the index.

If there is not enough room on the Winchester, a message appears.

> Error: Not enough room in W0: .INDEX to store
> new index file.

When this happens, the subcatalog .index must be resized using the Resize Utility. Instructions for using the Resize Utility are in "Basic storage systems."

Once the index file has been updated, you can load the volume.

Write-protecting an optical disk volume

When the inserted volume is write-protected, you can still read sound files from it, but you cannot write new sound files to it.

1. Remove the disk from the drive and hold it so that the "A" arrow is on top and points away from you.

2. Using a paper clip or nail, push the locking button on the lower left of the cartridge to the locked position.

3. Insert the cartridge back into the disk drive.

locking button
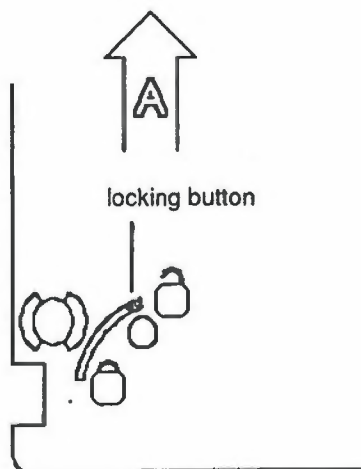
Tahite magneto drive disk write-protect button

Storing sound files on optical disk

You store a sound file onto your optical disk by first selecting it from any device on your system (except tape) and then copying it onto the optical disk volume. You can select a single sound file, all sound files in a subcatalog or device, or all sound files in poly memory.

The Optical Disk Display

The Optical Disk Display

The Optical Disk Display, activated from the Main Menu, shows the filename, caption and categories for the current sound file. Two windows let you scroll through a list of sound files.

- The **optical disk window** on the left displays the contents of the currently loaded optical disk volume. The Display Format switch at the bottom of the window lets you list the contents alphabetically by categories, filenames or both.

- The **sound file window** on the right displays a list of sound files on other devices—Winchester, floppy disk, poly memory or the current catalog. A Device Selector appears at the top of the window. The Display Format switch labeled SHOW allows you to display sound files in both windows by name only, by name and caption or by name, caption and length. Lengths can be shown in seconds, sectors and/or megabytes.

When you return to the Optical Disk Display from another RTP display, the screen restores the previously shown sound file location and information. Even if you change the Display Format switches, the current sound file remains highlighted on the screen.

Device Selector

Display Format Selectors
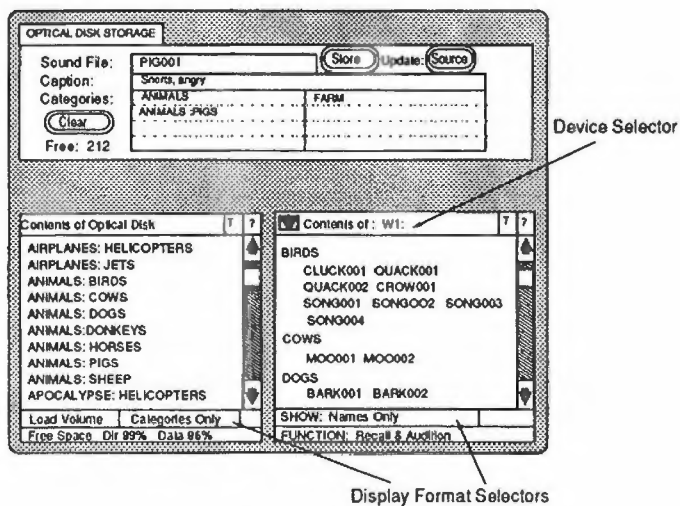
Overview of storing procedures

Storing a sound file or group of sound files to optical disk is a five-step procedure. Detailed instructions for each step are given on the following pages.

Step 1. Select the sound file or subcatalog to be stored.

Any sound file on any device on your system can be selected. If a subcatalog is selected, all sound files in the subcatalog can be stored to optical disk.

Step 2. Enter a new sound file caption, if desired.

You can enter a new caption whether a single sound file or a subcatalog is selected. If a subcatalog is selected, all sound files in the subcatalog will be stored with the new caption.

Step 3. Assign the selected sound files to one or more categories.

You can select from a list of categories already used on the optical disk volume or type new ones.

Step 4. Update the sound file, if desired.

If you have changed the sound file caption or added new categories to a sound file, you can update the original sound file on Winchester or floppy disk.

Step 5. Store the selected sound file(s) to optical disk.

When you store the selected sound file(s) to optical disk, the index file on the Winchester is automatically updated to include the new sound file(s) with the specified caption and categories.

Selecting a sound file

A sound file stored on a Winchester or floppy is called a **source file**.

1. Step the Device Selector to select a device.

    The list in the sound file window changes to display the sound files in the top-level catalog of the selected device. If "All Winchesters" is selected, all sound files on all Winchesters are listed alphabetically by subcatalog and filename.

2. Change the Display Format switches, if desired.

    You can display the optical disk list alphabetically by category, filename or both. In both windows, you can show names only, names with captions or names with lengths and captions. Lengths can be shown in seconds, sectors and/or megabytes.

3. Set the Function switch at the bottom left of the sound file window to choose whether to select the sound file, **None**; to select it and recall it to poly memory, **Recall**; or to select it, recall it to poly memory and listen to it, **Recall & Audition**.

4. Locate the desired sound file by scrolling, pressing the arrow keys or by using the Search button. (See "The Search function" on the following page.)

    As you scroll, the sound file names appear in the center of the screen. You can click the box labeled **T** in the upper right corner of the sound file window to bring the located sound file to the top of the list.

5. Click the sound file name, or move the cursor to it with the arrow keys and press Return.

    The sound file name, caption, and any categories to which the sound file is assigned appear at the top of the screen.

    If **Recall** is selected, the sound file is loaded into poly memory. If **Recall & Audition** is selected, it plays as it is loaded.

Searching

Each window on the Optical Disk Display contains a Search button labeled ?.

1. Click ? at the top of the sound file window.

    A message appears across the middle of the screen.

    > Enter search ID: [SEARCH] [CANCEL]

2. Type any portion of the sound file name, caption or other information that you want to locate. You can type any character string, including letters, numbers, spaces and punctuation marks. The character string can be all or part of a word.

3. Click [SEARCH].

    In a few moments, the screen cursor moves to the first occurrence of the character string you entered. You can select that sound file or continue the search.

    If no sound file containing the specified text is located, the following message appears.

    > "file name" not found

Continue to search for the same character string by

4. Clicking ? again.

    The search dialog reappears with your character string intact.

5. Click [SEARCH].

    The cursor moves to the next occurrence of the character string you entered.

Note: You can abort a search by clicking the large trackball button.

Entering a new sound file caption

When a sound file is selected, its current sound file caption appears in the information panel. You can enter a new caption by clicking the Caption field at the top of the screen and typing in a new caption.

The new caption is stored in memory only. If desired, you can update the source file with the new caption (see "Updating the source file" later in this section). When the sound is stored to optical disk, the new caption will be stored with it.

Assigning categories to the selected sound file

When a sound file is selected, its current category assignment(s), if any, appear in the information panel. You can make new assignments by selecting categories from the optical disk window.

1. Set the Display Format selector below the optical disk window to "Categories only."

2. Locate the desired category by scrolling, by clicking the arrow keys or by using the ? button. (See "The Searching" earlier in this section.)

3. Click the category name to select it.

   The category is placed in the first available location in the category list.

You can also enter a completely new category.

■ Click on an empty Category field at the top of the screen and type the new category name.

Updating the source file

When the current optical disk volume already contains a large number of sound files, the index updating process can take a considerable amount of time. You can save some time by storing any new captions and/or categories with the source file on the Winchester or floppy disk first, and then storing the whole subcatalog.

When a sound file is selected from the sound file window, a button labeled Source appears next to the sound file name in the information panel.

You can update the source file with the current sound file captions and categories by clicking the Source button.

Storing a sound file on the optical disk

If the selected sound file is not stored on the current optical disk volume, a **Store** button appears in the information panel. If the selected sound file is already stored on the current optical disk volume, the button is labeled **Replace**.

1. Review all the information in the information panel carefully.

   Make sure that the caption and all category assignments are correct and complete before you store the sound file. Although you can change captions and categories, and rename or replace sound files on the optical disk, the space used by the original files is not recovered, and the number of files you can store on the disk is decreased.

2. Click the Store or Replace button.

   The sound file, along with the specified caption and categories, is stored on the optical disk. The index file on the Winchester is updated automatically.

Storing from a subcatalog

Storing sound files in a subcatalog to optical disk

You can store some or all of the sound files of a subcatalog simultaneously to the optical disk.

The sound files can be stored with the categories and captions that are part of the source files or ones that are listed in the information panel. You can choose to store the sound files with categories from the information panel and captions from the source files or vice versa.

You can store all the sound files in the subcatalog or only selected sound files. If sound files in the selected subcatalog are already stored on optical disk, you can choose to update only the name, caption and catalog or to replace the entire sound file.

Storing sound files from a subcatalog involves a number of options. Please read this entire section carefully before proceeding.

The Store Catalog dialog box

```
OPTICAL DISK STORAGE

Subcatalog:    COWS                         (Store Catalog)
Caption:       Snorts, angry
Categories:    ANIMALS              FARM
               ANIMALS :COWS
(  Clear  )

Free: 212

Store sound files on Optical disk from W1:COWS          [STORE] [CANCEL]
Use Captions   from: SOUND FILES      New Files: STORE
Use Categories from SCREEN            Existing Files : NONE
```

The store catalog procedure

1. Select a subcatalog (or device) by entering the appropriate treename in the Sound File field on the information panel.

    OR set the Device Selector to "All Winchesters" and scroll to select the desired subcatalog.

    OR Step the Device Selector to the desired subcatalog and click the Take button to the left.

    If you use either of the first two methods, the specified subcatalog becomes the current catalog; if you use the third method, it does not.

    A **Store Catalog** button appears and the label on the first field in the information panel changes to Subcatalog.

2. If you plan to store the sound files with either the caption or the categories shown in the information panel, check the information and make changes as desired.

3. Click the Store Catalog button.

    A dialog box appears below the information panel with options that define how the files will be stored.

4. Select options from the dialog box as explained on the following pages.

5. Review the selected options carefully and then click [STORE] in the dialog box.

    The specified sound files are stored or updated on the optical disk.

Be sure the caption and category assignments are correct before storing the sound files. Although you can change captions and categories, the space used by the original optical disk files is not recovered, and the number of files you can store is decreased.

Storing from a subcatalog (con't)

Caption and category options

You can choose to store the sound files with their original captions and categories or with the caption and categories currently displayed in the information panel.

Use Captions switch settings

SCREEN

Each sound file is written to the optical disk with the caption and categories currently displayed.

Use the Caption SCREEN option when you want all the sound files in the subcatalog to have the same caption.

Use the Categories SCREEN option when you want to logically group the sound files on the subcatalog under one or more categories. For example, a subcatalog of sound files used in a specific project can be stored on optical disk using the name of the project as the category.

SOUND FILES

Each sound file is written to the optical disk with the caption and categories currently stored with it on disk.

Use the Caption SOUND FILES option when you want each sound file to retain the caption currently stored with it on the Winchester disk.

Use the Categories SOUND FILES option when you want each sound file to retain the category or categories currently stored with it on the Winchester disk.

Storing new and existing files

Files that have never been stored on the current optical disk volume are **new files**. Files that have previously been stored on the current optical disk volume are **existing files**. When storing a subcatalog of sound files to optical disk, you can make selections based on whether files are new or existing.

For example, you can choose to store all new files and skip files that already exist on the optical disk. Or you can update the existing files and skip new files. Or you can select specific sound files for storage.

New Files settings

NONE | Indicates that none of the sound files are new. This is set automatically and cannot be changed.

SKIP | All new files are skipped. Use this option when you are updating existing files and do not want to store any new files.

STORE | All new files are stored. Use this option when you want to store all new files to the optical disk.

VERIFY | A verification dialog box appears for each new file, allowing you to either skip or store that sound file. Use this option when you want to store some new files and not others.

Storing from a subcatalog (con't)

Storing new and existing files (con't)

Existing Files settings

NONE   Indicates that all of the sound files are new. This is set automatically and cannot be changed.

SKIP   All existing sound files are skipped. Use this option when you are storing only new files and do not want to alter any existing files on the optical disk.

UPDATE   Stores only the name, caption and category information for existing sound files. The actual sound file data remains unchanged. Use this option when you do not want to replace the sound file but do want to change its name, caption or category information.

REPLACE   Replaces the name, caption, category and sound data for the existing sound files. Use this option when you want to replace an existing sound file with a new version.

VERIFY   A verification dialog box appears for each existing file, allowing you to either skip or replace that sound file. Use this option when you want to update or replace some existing files and not others.

The Verify dialog box

When you select the Verify option for the New Files switch, a dialog box appears for each new sound file in the catalog. When you select the Verify option for the Existing Files switch, a dialog box appears for each existing sound file in the catalog. When you select the Verify option for both switches, a dialog box appears for every sound file in the catalog.

The dialog box displays the sound file name and all the options available for storing that file. You skip, store or replace the sound files, one at a time, by clicking the appropriate button in the Verify dialog box. You can cancel the storing procedure by clicking [ABORT].

You also can change the name of the sound file shown in the Verify dialog box.

1. Click the sound file name in the Verify dialog box.

    The name highlights.

2. Type a new filename. A valid filename has up to eight consecutive characters. Spaces and the following characters cannot be used.

    ? ! : ; , / \ < > + = % & * | @

    The options available for storing the newly named sound file may change, depending on whether or not the new name already exists as a file on the current optical disk volume.

Copying optical disk files

You can copy an individual sound file from the optical disk to a catalog on any device in your system.

You also can copy an entire category of sound files at once from an optical disk to the Winchester hard disk. The sound files are copied into the current catalog or a new subcatalog within the current catalog.

Copying an optical disk file to a catalog

You can copy a sound file from the currently loaded optical disk to a catalog on any device on your system.

1. Insert the appropriate optical disk into the optical drive, and make sure the desired volume is loaded.

2. Select the Optical Disk Display from the Main Menu.

3. Select the sound file to be copied from the optical disk window.

   A copy button labeled Cpy appears in the information panel to the right of the category display area.

4. Specify the destination device by toggling "The Contents of" field to the appropriate device.

5. If you want to copy files into a different subcatalog, select the desired catalog from the Subcatalog Directory.

6. Click the Cpy button on the Optical Disk Display.

   Click [COPY] in the dialog.

   OR

   If the file already exists in the catalog, a warning dialog appears. Click [REPLACE].

Preparing to copy an optical disk category

You copy sound files from an optical disk category to a Winchester subcatalog using the Optical Disk Display.

1. Insert the appropriate disk into the optical drive.

2. The current catalog is indicated at the bottom right of the Main Menu. If you want to copy files into some other catalog, select the desired current catalog from the Subcatalog Directory.

3. Select the Optical Disk Display from the Main Menu. The current volume is loaded automatically, and an information panel appears at the top of the screen.

4. Set the Display Format selectors as desired.

5. Locate the desired category by using either the scroll bar or the Search button in the optical disk window.

6. Drag the category name to the field labeled Sound File at the top of the information panel.

   The field label changes to Category, and the selected category name appears in the field. Two buttons, labeled Copy Category and Info, appear to the right of the field.

7. If desired, click the Info button to see information about the selected category and the current catalog. See "The Info button" on the following page for details.

Copying optical disk files (con't)

The Info button

You can click the Info button at any time during the copy procedure. A box with information about the selected optical disk category and the current catalog of the Winchester appears on the screen.

The left side of the box lists the

- current optical disk category name,
- number of sound files in that optical disk category,
- total memory (in sectors) required to copy all the files.

The right side of the box indicates the

- name of the current catalog,
- number of files and subcatalogs it contains,
- total memory (in sectors) available in the current catalog,
- largest amount of contiguous memory available in the current catalog.

Note: You can increase the Largest Available Space number by using the Shuffle Utility. See the "Utility Programs" in the *Reference Guide* manual for instructions.

You must clear the information box from the screen before continuing the copy procedure.

■ Click [CANCEL] to clear the info box from the screen.

The Information box

```
┌─────────────────────────────────────────────────────────────┐
│ OPTICAL DISK STORAGE                                         │
│  Category:    :CBL01            (Copy Category)   ( Info )    │
│  Caption:                                                    │
│  Categories:  ..........................................     │
│  ( Clear )    ..........................................     │
│  Free: 256    ..........................................     │
├─────────────────────────────────────────────────────────────┤
│ Cur Category:  CBL01    Cur Catalog:  WC           [CANCEL]  │
│   Sound Files:    3        Entries:     43   Largest Avail Space: │
│   Total Sectors: 440     Avail Sectors: 72,096      66,574   │
└─────────────────────────────────────────────────────────────┘
```

Copying sound files to the current catalog

You can copy all or some of the files from an optical disk category to the current catalog on the Winchester if memory and directory entries are available. Click the Info button to see the number of entries and the amounts of required and available memory.

The total of the Sound Files and Entries fields cannot exceed 128, and the number in the Total Sectors field cannot exceed that in the Avail Sectors field or a warning message appears. If you choose to continue, only files for which there is room will be copied.

1. Click the Copy Category button.

2. In the dialog box, set New Files and Existing Files as explained in "Selecting the sound files to be copied" below.

3. Click the [COPY] button.

   If you selected the Verify option for the New Files or Existing Files switch, a dialog box appears. (See "The Verify dialog box" in the section "Storing from a subcatalog" for details.)

   The files in the selected category on the optical disk are copied to the current catalog on the Winchester disk and appear in the sound file window of the Optical Disk Display. When the process is complete, a message appears.

   Optical disk operation completed successfully.
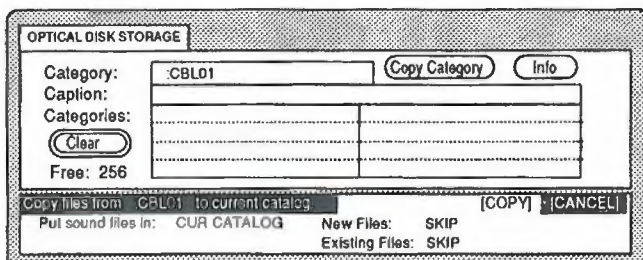
Note: You can click the [CANCEL] button in the Copy Category dialog box or in the warning message if you decide not to copy files from the selected category.

The Copy Category dialog box

Copying optical disk files (con't)

Copying sound files to a new subcatalog

You can copy all or some of the files from an optical disk category to a new subcatalog within the current catalog on the Winchester, provided that the optical disk category is smaller than the largest available space in the current catalog. You can click the Info button to see the amount of memory required by the category.

If the optical disk category is larger than the current catalog, the copy procedure is aborted and an error message appears when you try to copy the files. If the category exceeds 128 files, a warning message appears before any files are copied. If you choose to continue, only files for which there is room will be copied.

Follow these instructions to copy sound files from the optical disk to a new subcatalog.

1. Click the Copy Category button.

   A dialog box appears below the information panel with [COPY] and [CANCEL] buttons and switches that define how the files will be stored on the Winchester.

2. Toggle the switch labeled "Put sound files in" to NEW SUB-CAT.

   A field labeled "New Subcat Name" appears in the dialog box with the default subcatalog name.

3. If you want to change the name for the new subcatalog, click the subcatalog name.

(con't next page)

Copying sound files to a new subcatalog (con't)

4. Type a name for the new subcatalog.

5. Set the switches labeled New Files and Existing Files as explained in "Selecting the sound files to be copied" on the following page.

6. Click the [COPY] button.

   A new subcatalog is created and becomes the current catalog. The size of the new subcatalog is equal to the size of the optical disk category, regardless of how many sound files you want to copy. The subcatalog has a large directory, which means it can contain up to 128 entries.

   If you selected the Verify option for the New Files or Existing Files switch, a dialog box appears below the information panel before the files are copied. (See "The Verify dialog box" in the section "Storing from a subcatalog" for details.)

   The files in the selected category on the optical disk are copied to the new subcatalog on the Winchester disk and appear in the sound file window of the Optical Disk Display. When the process is complete, a message appears at the bottom of the screen.

   Optical disk operation completed successfully.

Note: You can click the [CANCEL] button in the Copy Category dialog box or in the warning message if you decide not to copy files from the selected category.

Copying optical disk files (con't)

Selecting the sound files to be copied

Files that have never been stored in the current catalog of the Winchester are **new files.** Files that previously have been stored in the current catalog are **existing files.** You can copy some or all of the sound files in the selected category by setting options on the switches labeled New Files and Existing Files.

New Files switch settings

SKIP   All new files are skipped. Use this option when you are updating existing files and do not want to copy any new files.

COPY   All new files are copied. Use this option when you want to copy all new files from the selected optical disk category to the Winchester.

VERIFY   A verification dialog box appears for each new file, allowing you to either skip or copy that sound file. Use this option when you want to copy some new files and not others.

Selecting the sound files to be copied (con't)

Existing Files switch settings

SKIP   All existing files are skipped. Use this option when
           you are copying only new files and do not want to
           alter any existing files.

REPLACE   All existing files are replaced. Use this option when
           you want to replace all existing files in the current
           catalog with the version of the file from the optical
           disk.

VERIFY   A verification dialog box appears for each existing
           file, allowing you to either skip or replace that
           sound file. Use this option when you want to
           replace some existing files and not others.

Note: To copy the entire category at once, set the New Files switch
to Copy and the Existing Files switch to Replace.

**Managing
optical disk files**

Editing files on the optical disk

Although you can edit the categories, captions and filenames of any
sound file already stored on the optical disk, you should do so only
when absolutely necessary. Each time you rename a sound file or
edit its caption or category assignments, you reduce by one the
number of files which can be stored on the optical disk.

Follow these instructions to edit a sound file on the current optical
disk volume.

1. Set the display format of the optical disk window to "Files &
   Categories."

2. Select the desired sound file from the optical disk window of
   the Optical Disk Display.

   The caption and any category definitions appear in the infor-
   mation panel. An update button labeled Optical also appears.

3. Edit the captions and categories as desired.

4. Review all the information carefully, then click the Optical
   update button.

   The edited caption and categories are updated in the file on
   the optical disk.

Clearing category assignments

You can clear all of the category assignments from the information panel.

■ Click the Clear button at the left side of the information panel.

You also can delete an individual category from the category window.

1. Select the category you want to remove from the list by clicking on its Category field.

2. Press Spacebar.

   The category is removed from the selected field.

A limit of 256 characters exists for the combined caption and categories for a sound file. If you are editing captions or categories on the information panel, an error message appears if you go over the 256 character limit.

Beneath the Clear button on the left side of the information panel there is a label that says FREE: followed by a number. This number indicates how many characters remain before you exceed the 256 character limit.

Optical disk utilities

You can use the Optical Disk Listing utility to print a list of all the files and categories on an optical disk volume.

The Optical Disk Listing utility

You can produce a list of all the files and categories on an optical disk volume. The list can be sent to a printer or displayed on the terminal screen.

You can list filenames only or categories and filenames. In either case, the list can include the file length in seconds and in megabytes, the caption and a letter that indicates whether the file is a stereo file or a mono file.

The Optical Disk Listing utility is accessed from the Monitor.

1. Insert the 5.25" disk labeled System Utilities Disk into the floppy drive and turn the lever down.

2. At the Ready prompt of the Monitor, enter the command

   old f0:oplist;run

   A message appears at the top of the screen.

   Optical Disk Listing Utility version of 10 June 1988

   Enter name of index file or <RETURN> to quit:

3. Enter the name of the optical disk volume you want to list. It does not have to be the currently loaded volume.

   This message appears.

   Display File List [Y(es) or N(o)]?

(con't next page)

The Optical Disk Listing utility (con't)

4. Type the letter **y** if you want a list of filenames only. Otherwise type **n**.

   Another message appears.

   > Display Category List [Y(es) or N(o)]?

5. Type the letter **y** if you want a list of categories and filenames. Otherwise type **n**.

   Another message appears.

   > Display all file information [Y(es) or N(o)]?

6. Type the letter **y** if you want the list to indicate whether each file is a stereo file or mono file, the file length in seconds, the file length in megabytes and the caption. Type **n** if you do not want to include this information on your list.

   The final message appears.

   > Send output to printer [Y(es) or N(o)]?

7. If you want to print a hardcopy of the list, be sure your printer is ready and type the letter **y**. If you want to display the list on the screen, type **n**.

   When the list is printed, the Ready prompt reappears.

Note: You can halt the procedure at any time by pressing ⌘-Spacebar. If you display the list on the screen, you can temporarily freeze the scrolling screen by pressing the F15 key. Press the F15 key again to continue the display.