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1 Introduction

*Book Collector* catalogs your personal book collection with a minimum of typing. After adding your books to the database you can browse your book collection on screen (as a list or as a gallery of cover images), search the database for book information, print sorted lists, track your loans, export to an iPod, and more.

You can add books to the database by typing the book titles or by scanning your barcodes with the Collectorz.com laser barcode scanner. All bookdata (Publication year, author, cover image, cover price etc...) will be automatically downloaded the online Collectorz.com Book Database.

Book Collector is part of the Collectorz.com® series of collection managers. This series includes software for cataloging your CDs, DVDs, books, comics, video games, audio files (MP3, WMA, OGG etc..) and digital photos.

---

**Get started with Book Collector now !**

- Find answers in the manual is an important start. It will help you finding answers in the manual.
- Getting Started topics will get up and running as quickly as possible with Book Collector.

---

**Background Information**

For more detailed information about common and advanced tasks, the screens and reference information please use the corresponding items in the Table of Contents.
2 Find answers in the manual

This manual will cover all areas of Book Collector. If you open the manual using the help buttons found on most Book Collector screens, the manual will automatically open with help about that screen. If you need to find other topics in the manual, it is recommended to check this section, to quickly find information in the manual, searching for keywords.

Tip: Note that while letting your mouse hover over a button in Book Collector, a short text will come up to explain what the button does.

Note: Some images in this manual are shown in a miniature size to save space on your monitor for text. Clicking such an image will toggle the image between full size and back to miniature.

How to use this Book Collector manual.

This manual can help you in many ways on everyday tasks as well as more complex things you are wondering about. It is important though to know how to use the manual, and in what ways you can get the topic and information you are looking for.

1. The Getting Started guide

The contents tab will show a tree like overview of the manual's topics.

- First it will have a Getting Started section, which in just a few steps will help you to use Book Collector and after that reveal some powerful features. The Getting started section counts 3 topics as you can see in the left tree of this manual.

You can use the back / forward buttons as you would do when browsing the internet.

Some topics are only intended for the Pro version of Book Collector only. Such sections are shown by the icon in the (left) tree.

2. The right section of the manual

- Secondly, the manual can be accessed from almost anywhere in Book Collector, any screen you may have questions about by clicking the Help button or the manual (book) button.

You will find this Help button on most screens, if not you can always hit the (F1) key on your keyboard to open the manual. It will open at the appropriate help topic (so about the screen you are looking at).

3. Searching in the manual
If you open the manual but are not sure what section you can find the information you are looking for, you can use the **Index** and **Search** tabs on the left. These two tabs are very efficient tools in finding the section that you are looking for.

- Type a **keyword** and double click the result highlighted in blue to view the related topic. If by keyword you can not find the topic you are looking for, try using the **search tab**.

A warning symbol in the manual notifies you to be cautious about the action it refers to and urges to read carefully what this action does.
What can be found where in the manual?

The manual counts 4 main sections, each one has its own purpose. At the bottom of most subsections, you will find links of other sections that are closely related to that section or task.

<table>
<thead>
<tr>
<th>1. Introduction to Book Collector</th>
<th>Get to know Book Collector, and learn where to find answers in the manual.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• How to use the manual (this section)</td>
</tr>
<tr>
<td></td>
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<td>• Getting Started - Quick Guide</td>
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<tr>
<td></td>
<td>• Getting Started - useful and powerful tips; flyer like overview of the basics of Book Collector.</td>
</tr>
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<td></td>
<td>• Buying Book Collector</td>
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<td></td>
<td>• Support</td>
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</table>

<table>
<thead>
<tr>
<th>2. Common tasks</th>
<th>Add books, edit book details and learn how to find your books back; task based. All tasks end with linking to related topics.</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>• Adding books</td>
</tr>
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<td></td>
<td>• Editing books</td>
</tr>
<tr>
<td></td>
<td>• Browsing your books (not task based)</td>
</tr>
<tr>
<td></td>
<td>• Finding a book</td>
</tr>
<tr>
<td></td>
<td>• Printing</td>
</tr>
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<table>
<thead>
<tr>
<th>3. Advanced tasks</th>
<th>A wide range of task based help on somewhat more advanced (but recommended) tasks. All tasks end with linking to related topics.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Updating books</td>
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<tr>
<td></td>
<td>• Editing multiple books in one go (batch editing)</td>
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<tr>
<td></td>
<td>• Filtering books to find specific books (e.g. all books released after 2000)</td>
</tr>
<tr>
<td></td>
<td>• Importing and exporting books (to your iPod, PDA or HTML for your website)</td>
</tr>
<tr>
<td></td>
<td>• Missing images ? Re-link the book covers and repair thumbnails.</td>
</tr>
<tr>
<td></td>
<td>• Help on how to back up data and moving to a new Windows computer.</td>
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</tbody>
</table>

<table>
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<tr>
<th>4. Reference</th>
<th>Detailed explanations of all the menus, screens, data fields used in Book Collector; not task based.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• All Menus as they are available in the menu bar of Book Collector</td>
</tr>
<tr>
<td></td>
<td>• Screens that you can come across when using Book Collector. At the start of each screen is a reference to the related task(s).</td>
</tr>
<tr>
<td></td>
<td>• Using a database by sharing it amongst multiple computers over a network</td>
</tr>
<tr>
<td></td>
<td>• Several background topics on the data fields, sorting,</td>
</tr>
</tbody>
</table>
searching, shortcut keys and templates.

- Background topics on barcode scanning and library cataloging systems

**Related Topics**

[Getting Started]: Tutorial to quickly get familiar with Book Collector
3 Getting started

There are four Getting Started sections. They are aimed at quickly guiding you from getting to know Book Collector to becoming familiar with even the most powerful features.

These Getting started sections are:

1. Getting Started - Your first 10 clicks
   - Get a first impression after installing Book Collector. Intended to familiarize you with the main screen, and show you how easy and fun working with Book Collector is.

2. Getting started - Adding your first book
   - After trying out some features in the main screen, it is time to start entering your first book into your own collection file.

3. Getting started - Quick Guide
   - Flyer-like overview on Book Collector’s most essential features: how to search, sort, group and filter your books.
   - Tip: Print this section.

4. Getting started - Useful and powerful tips
   - Some powertips for using Book Collector

Related Topics
How to use this manual: Find answers about how Book Collector works
3.1 Getting Started - Your first 10 clicks

The Main Screen

Let's start with the main screen of Book Collector. This is the heart of the program, and understanding its layout is necessary to use Book Collector. The books in the database are displayed in a flexible, Explorer-like screen:

Book Collector comes with an example database so you can get a quick overview of the features of Book Collector.

10 clicks to discover Book Collector!

To get a quick impression, and see how cool this program is, just 10 clicks are required:

- Click any Book title in the list view (top right) and see how the book is shown in the details view, lower right panel.
- Click the Images tab just above the list view, to switch from the tabular list view to a nice cover view of the books. Click the list tab to switch back.
- Click on the menu View | Folders | Genre to see how easy books can be grouped. Click any of the genre folders to see which books are listed for that series.
- Click the menu View | Folders | none to switch back to the full (un-grouped) list.
- Click a column header in the list and Book Collector will sort on that field. For example, clicking on the header 'Title' will sort all books in the collection based on their (book)titles.
- Right-click in the details view to select any of the other cool skins Book Collector is installed with.
- Right-click a book in the list, and choose 'edit book'. The edit screen allows you to change or enter information for that book. Just try it out, change something and click the OK button to confirm the change. Remember you are only working in the demo database so no harm can be done. Check
the details view for the change you made.
And that adds up to 10 mouse clicks.
Now that you know something about the main screen, let's start adding your own books!

Related Topics
Find answers in the manual: Find answers about how Book Collector works
3.2 Getting Started - Adding your first book

The first thing you probably want to do after having clicked in the main screen a few times, is start adding books to your own collection!

⚠️ For this, first start a **new (database) file**, using the menu **File - New Database**. The main screen will display a new and empty database, ready for entering your own books.

**Step 1:** Start by selecting the menu **Edit | Add books Automatically**....or by clicking on the toolbar icon.

**Step 2:** Enter a book Title, such as 'Da Vinci Code'. Click the **Region link** and select theregion you are in, and where you purchase your books. Setting region only needs to be done once, but you can at any time add regions or change the settings.

**Step 3:** Click **Search Now**. Book Collector will search the Collectorz.com online Book Database and show how many results were found. From the list of search results, choose the book you own. The results can be viewed in the **Preview Pane** by double clicking on a result.

**Step 4:** Click the **add** button below the results to add the selected book to your own collection.

Book Collector will ask you to **save** the collection. Enter a name for your collection (for example "Peter's books") and hit the **Save** button.

As of now, every time you start up Book Collector, it will automatically open your personal database which you just named and saved.

For more information on the add screen, see *Adding books*.

---

**Recommended reading**

*Getting started - Quick Guide*
*Browsing your database*
*Finding a book in your database*
3.3 **Getting Started - Quick Guide**

Once you have read the [Getting started section on adding a book](#), it would be good to also read this section as well.

It is meant to give you an idea of the functionality of Book Collector in a "quick guide" style by explaining basic Book Collector principles.

Understanding these 4 principles will give you a great advantage when using the software. So it is worth the time, and strongly recommended to read this section as well.

**Tip**: Print this section using the print button.

### Searching

Once books are entered into your own collection, perhaps adding personal notes and information to them, how do you easily find them back?

- The quickest way is by using the quick search box in the toolbar. Simply type text you know will be mentioned for the book you are trying to find, and hit the enter key.

  ![Quick Search](image)

  The list in the main screen will change, and filter out only those books for which the text you entered is found. This can be inside the title, but also in any of the other text fields such as the Plot or Notes field.

- For returning to the complete list of your books (so not only 'Batman' books), press the right of the two funnel icons (which toggles between a filtered and unfiltered list).

  ![Funnel Icons](image)

Note that the status bar will show what (if any) filter is active.

The left shows you, the collection counts 34 books, of which only 1 meets the search criteria. For more advanced ways to search your database like the search you see here check the filtering topic.

**Related topic suggestions:**
- Finding a book in your database

### Sorting and the incremental search

When browsing your collection, often it is more convenient to define a form of sorting. Sorting makes looking at the list easier on the eyes, and makes finding a book quicker if you are scrolling down your list of books. The easiest way to sort is to click on a header of a column you see in the list, as is marked in red here.

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Publication Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bravo Two Zero</td>
<td>Andy McNab</td>
<td>1993</td>
</tr>
<tr>
<td>Fast Food Nation</td>
<td>Eric Schlosser</td>
<td>2002</td>
</tr>
<tr>
<td>The Gunstlinger</td>
<td>Stephen King</td>
<td></td>
</tr>
<tr>
<td>Harry Potter and the</td>
<td>J.K. Rowling</td>
<td></td>
</tr>
<tr>
<td>The Lie Strategies</td>
<td>Phillip C. McGraw</td>
<td>2001</td>
</tr>
<tr>
<td>The Lord of the Rings</td>
<td>J.R.R. Tolkien</td>
<td></td>
</tr>
<tr>
<td>Last of the Vaporets</td>
<td>Herman Melville</td>
<td></td>
</tr>
</tbody>
</table>
• Clicking on the header will make the whole list get sorted on that field (here the title). Clicking again will make the list get sorted descending, note the little triangle next to the title which indicates that the field 'Title' is used for sorting, ascending.

Tip: If a column is not in the main screen's list, you can make it appear there using the menu View | Columns | Choose Columns

• When your books are sorted, you can locate a book conveniently using your keyboard. Simply start typing, and a selection bar will move down the list as you type matching your typing with the next closest book down the list. This is called incremental searching. As long as you type in an uninterrupted manner, what you type is considered one string-search. If you pause for around one second, the incremental search will reset itself, and any next text you type after that will be considered a new search, starting from the top of the list again.

• It can happen that sorting on one field is not enough. Consider a sort on Genre, so that 'Adventure' books are higher up in the list than 'Science Fiction' books. But within one genre, you would probably prefer the books to be sorted on title. For this type of sorting you will need to use the menu view | Sort order | Choose sort fields. It will allow you to define sorting on more than one field (so sorting within sorting).

For sorting a title such as "The Gunslinger" under "G" rather than under "T" make sure to set the correct articles, see the title sort tab. Note that on the edit book screen you will see the "Title Sort" field, which in this example will hold "Gunslinger", and it is this field by which sorting on title is done. For sorting names (of authors etc), check that their names are split properly, using the edit author screen.

Related topic suggestions:
Sort field selection screen
Incremental search

Grouping

• An other way to create a better overview once the list of books is getting bigger is to group them. Using grouping, books which have for instance the same genre will be shown in one explorer like folder. You can group books using the menu View | Folders | ... The main screen will rearrange, using the left side to display the groups. Click on such a group and the list on the right will show the books which are in that series (see the edit screen). The bottom right is used for the details view, as you already know it from the getting started section. Grouping is only a process of showing the books in the database differently, nothing is moved or anything alike: the database is still the same.
As with sorting (see above), grouping can also be done in levels. For example, if for each series, you would like the books grouped by release year use the menu View | Folders | Choose Folder fields.

To ungroup, and show the books as one list again use the menu View | Folders | No Folders.

All fields on which you can group, can be managed using the manage lookup list screen, available under the menu Tools | Edit Lists. The manage lookup lists screen can also be used to remove names and values that are no longer used, or to merge values (in case you for example mistyped a release year making a folder '20006' appear as well as '2006')

Note: when your books are grouped, the list view still allows you to sort, filter and (incrementally) search the way that is described in the two topics above.

Related topic suggestions:
Folder view for grouping
Lookup lists

Filtering

As you have seen, the quick search box can be used to locate books quickly and conveniently. For more elaborate searches you may need a filter though. One special filter button is the collection status indicator in the toolbar, allowing you to quickly view only those books that have been marked with a specific collection status value on the edit screen.

However, you may want to look for a combination of filter conditions a book should fulfill, such as "Novels older than / published before 1970". For such filters, you can use the menu Search | Set filter | Create/Modify filter(s). By default Book Collector is equipped with some "demo" filters from which you can read their intention and the way they are built up.

Related topic suggestions:
The filter screen
3.4 Getting Started - Useful and powerful tips

Now that you can add books to your collection, as well as find them back quickly, and create custom overviews of the collection, it is time for some tips and tricks.

= Changing the look and feel of Book Collector

Book Collector installs in a default setting, but you can adjust Book Collector in many ways if you like.

- Firstly, the main screen (sub)panels can be re-arranged. In the toolbar, you will find the drop down button as shown on the right. The icons are self explanatory in how the screen will be divided. You can also access this function in the menu View | Screen Layout.

- Secondly, after choosing the preferred panel layout, you can resize the individual panels chosen for the main screen. The (narrow) bars that separate the panels can be dragged left/right or up/down so that for example the tree, or the details view get more space on your screen.

- Thirdly, in every view, the book details will be shown in the details view. This panel / view is controlled by templates. Changing a template is easy, use the menu View | Details View Template and you will see a list to choose a template from. Alternatively, you can right click inside the details view to get access to the choices more directly. Quite a few templates are included, and more can be downloaded from our site where you will also find a basic explanation on how to create your own template. Also see the section on customizing Book Collector.

Related topic suggestions:
XSL templates
Customizing Book Collector

= Editing more than one book at once - making batch changes

Quite often, you will find yourself in a situation where you would like to change a field value for many books to one new value. If for example you moved, and the "location" field no longer is accurate ("shelf 3" may have become "box 12" for as long as your books have not been unpacked yet), you would like to batch change the location value for a number of books at once. This can be done in a few clicks.

In the main screen list view, use the Windows trick "shift+click" or "control+click" to select any number of book entries (blue lines indicate a selected book).

Once they are selected, use the menu Edit | Edit Multiple Books. An Edit screen will come up, but is an edit screen that enables you to change most field values of many books at once. Be careful on this screen: any text you type into any field means all selected books will (after the OK button has been pressed) have that value in the specific field.

Of course you can make a filter on the collection before selecting, to make sure you only select the books that you want to batch-change (for example set a filter where "location - equals - shelf 3").

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A useful related option is setting field defaults. If you for example are about to enter a number of books into your collection that were all bought in the "shop around the corner" you may want to use the menu Tools | Field defaults prior to adding that batch, and set the default location to "Shop around the corner". After these books are entered, just clear the default value again.

Related topic suggestions:
Editing multiple books at once
Lookup lists
Field defaults

Adding links - images, websites, ebook- and audiobook-links

Harddrives are getting more affordable, even sizes that allow large audio- and ebook collections to be stored onto. This is why Book Collector allows you to link the book entries to digital files on your computer easily and quickly. Just open the edit book screen using the menu Edit | Edit Books. The tab called "links" will allow you to define both URL type links (so websites) as well as local files (so images, eBooks, Audiobooks, etc) for that book. Either drag and drop such files onto the top- or bottom half of the links tab, or use the add buttons shown on that tab to browse to the files and locations you wish the book to be linked to.

Once done, in the main screen details view a link will appear which, if clicked, will play the Audiofile, open an eBook viewer, or open the web browser to visit the website you defined.

Related topic suggestions:
Edit book screen
4 Buying Book Collector

The Collectorz.com products can be ordered online through our website. To go to the purchase page, click here. Before purchasing you are advised to read the License Agreement.

If you are using a multi-user setup where multiple people need access to the same database, please visit the volume license order page. Or you can use our support forms on the web site.

Standard and Pro versions
Book Collector is available as a Standard and a Pro edition.

The following table lists the differences between these versions. For more information on these differences, check our website or this manual. Sections in the manual that apply to the Pro edition only will have a comment Pro version only.

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<thead>
<tr>
<th>Standard Edition</th>
<th>Pro Edition</th>
</tr>
</thead>
<tbody>
<tr>
<td>· No export features</td>
<td>· Export to HTML, iPod, Text and XML formats</td>
</tr>
<tr>
<td>· Print simple lists only</td>
<td>· Print lists and other layouts (includes user created templates)</td>
</tr>
<tr>
<td>· No loan management</td>
<td>· Integrated Loan Manager</td>
</tr>
<tr>
<td>· No complex filters</td>
<td>· Complex filtering possibilities</td>
</tr>
<tr>
<td>· No field set saving possible</td>
<td>· Saving of field sets possible</td>
</tr>
<tr>
<td>· No collection statistics</td>
<td>· A specific screen where summary statistics on your collection are shown.</td>
</tr>
<tr>
<td>· No option to make field name changes</td>
<td>· Renaming of data fields allowed</td>
</tr>
<tr>
<td>· No user definable lookup list fields and text fields</td>
<td>· User definable lookup list fields and text fields</td>
</tr>
</tbody>
</table>

Trial Edition
A free trial edition is available here on our website. The trial version has all the features of the Pro edition. It is limited by the number of books you can store (100). After buying Book Collector this limit is removed. Any data you enter in the trial edition will remain available.

Buying Book Collector and entering the license
When you place an order through our website, we automatically process it and send out a license email minutes after having processed the order. The webpages containing personal data and credit card information are protected by 128-bit encryption - ensuring that nobody else can see what you enter.

Once you installed Book Collector, enter your license to unlock the full edition. Do this with the 'Enter License Key' button in the opening trial screen:
It can also be entered through the menu **Buy Now | Enter License**. Entering the license will convert the program into the Standard or Pro editions depending on what you purchased. The Enter License screen will come up:

A Book Collector license has two parts: **License Name** and **License Key**. Enter these values into the appropriate data fields and then click on the **Check** button.

> Please note that you have to enter the **license name exactly** as given in your license message, with the same spacing and case, e.g. if your license name is "J. Doe", then typing "J.Doe" will not work, neither will "j. doe" or "John Doe". Make sure you enter the key exactly, including all 12 digits. Also check if there aren't any spaces before or after the name or key (this happens sometimes when copying and pasting).
Book Collector will contact our website to validate the license. You must be connected to the Internet for this to work properly. If you are using a computer that does not have internet access, please contact Support and we can assist you. Use the Check connection to verify that Book Collector is allowed to pass any firewall or security software you may be running on your computer.

Check Connection
If you get error messages in a red color during a search, the most likely cause is an issue with your internet connection. To test this, press the Check Connection button on this license screen. This should result in a message: Connection OK. If not, please see the online FAQ for more information.

Related Topics
Support
5 Support

Besides this Help manual there are several other sources for getting help or learning more about Book Collector:

**Frequently Asked Questions (FAQ)**
There is a comprehensive listing of answers to commonly asked questions, [click here](#).

**Forums**
There is an online community of Book Collector users, [click here](#). Many people, including experienced users of our software, have discussions with each other and the developers about Book Collector and books in general.

**Customer Support**
If you’re having a problem or would like to share your thoughts about Book Collector you can contact Collectorz.com through our website, [here](#). There is an online form for submitting questions/comments.

**Premium Support**
We always try to reply to all support requests as fast as possible. We do however give priority to requests from people who purchased the Premium Support; for them can we guarantee a response within 24 hours.

6 Common Tasks

The topics in the Common Tasks-section describe how to perform some of the most common tasks you want to do with Book Collector. They are described in a step-by-step format to make it as easy as possible to follow.

At the bottom of each task, you will find links to related topics.

**An overview of the tasks covered here:**

- **Adding books Automatically - using the queue**
  - **Menu:** Edit | Add Book(s) Automatically
  - Adding books to your collection by queuing

- **Editing books**
  - **Menu:** Edit | Edit Book
  - Make changes to book information: add an author, or illustrator, your own cover images and more.

- **Browsing your collection**
  - **Menu:** Miscellaneous
  - The ways you can view your collection in the main screen. Not task based.

- **Finding a book in your database**
  - **Stephen King**
  - **Menu:** Miscellaneous
  - Find a book quickly using the quick search.
<table>
<thead>
<tr>
<th><strong>Common Tasks</strong></th>
<th></th>
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<tbody>
<tr>
<td><strong>Find a book using sorting, or the incremental search.</strong></td>
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<tr>
<td><strong>Use a filter to show only certain books.</strong></td>
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</tr>
<tr>
<td><strong>Printing</strong></td>
<td></td>
</tr>
<tr>
<td>**Menu: File</td>
<td>Print**</td>
</tr>
<tr>
<td><strong>How to make a printed list of all your books.</strong></td>
<td></td>
</tr>
</tbody>
</table>

For less common tasks please see the [Advanced Tasks](#) section.
6.1 Adding Books Automatically - Using the queue

**FOR SCREEN EXPLANATION: Add Automatically Screen**

Book Collector can also batch searches, meaning you do not have to search each book separately.

**Step 1:** Start by selecting the menu *Edit | Add books Automatically*... or by clicking on the toolbar icon 📚.

![Add Book Automatically](image)

**Note:** The button marked in red will fold in and out the search queue. If folded in, you can only search one book at a time.

**Step 2:** Type a title and author, or a barcode, and click the *Add to Queue* button. This will not immediately search for the book but will place it in a queue first.

**Step 3:** Repeat step 2 for as many books as you like to queue up.

**Step 4:** Click the *Search* button. This will let Book Collector start searching all the entered items in the online database.

**Note:** The *Search Now* button will search what you have entered into the search fields (title, author and ISBN). the *Search* button will search the items you placed in the queue.
Step 5: After the searching finishes, there will be a set of results for each entry in the search queue. Click on a book in the search queue to view its results in the search results panel. Select the correct result from the search results panel.

The results can be viewed in the Preview Pane by double clicking on them. If none of the results are the correct one, choose the [None] item.

Step 6: Repeat step 5 for each book in the queue. Click the Add All button to add all the selected results.

Tip: When a book is added to your database, for some data fields there are default values set and an Index value is assigned. The default values are controlled through the Field Defaults screen.

Note: There is a button to check your internet connection. In case information is not downloaded for books, use this button to check if your firewall is preventing Book Collector from accessing the internet.

Please see the online FAQ for more information. A pop up message will notify you whether the connection could be established or not.

Related Topics
Barcode scanning
Hints for Adding books Automatically
Search Settings screen
Field Defaults screen

6.2 Editing books

FOR SCREEN EXPLANATION: Edit Screen

Step 1: To edit a book, double-click on the entry in the List view, use the toolbar icon, or select from the menu Edit | Edit Book. This opens the Edit Book screen:
Step 2: Go to the correct tab for editing the field and start editing.

Types of fields on the Edit book screen and how to edit them

- To edit text fields. The Edit Book screen is broken up into tabbed sections. Click on the tabs along the top of the screen to access different sections which all have a set of fields you can edit. Just click in a text field and start typing. For example, type in some text as 'subtitle' of a book.

- Edit lookup fields: some of the data fields are called lookup fields. They have values that are used many times over, such as language field. These values are kept together in a list, called a lookup list. Such fields have an auto-complete feature (just start typing and a drop down list will appear to match the entry you are typing. You can also scroll manually through the list using the arrow keys on your keyboard). Note that the drop down lists in the Edit screens always show the sort names of the lookup items. To change a value, select it first in the dropdown list and then select the '_[Add fieldname]_' item. This will open the Edit Lookup Lists screen.
• For fields that can have multiple values, like the Genre field, click the **checkboxes** to indicate which genres apply. Such fields will have two icons to add and edit the values.
  
  
  ![Add a value to the list](image)
  
  Add a value to the list. Start typing in the box to the left and if you are done, click this button to add the new value.

  
  ![Edit values of the list](image)
  
  Edit values of the list.

• **Edit Credits and Characters.** To edit the Creators and characters use the buttons at the top of the field. Use the add, change, and remove buttons to make changes to entries. The edit button opens a separate screen where you can edit the first and last name of the person.

  
  ![Add a new Credit or Character to the list](image)
  
  Add a new Credit or Character to the list

  
  ![Change a selected Credit or Character](image)
  
  Change a selected Credit or Character; you can also use F2, or double click an Credit or Character in the list.

  
  ![Remove an Credit or Character from the list](image)
  
  Remove an Credit or Character from the list; this will of course not remove the Credit or Character from the book he / she may be in.

  
  ![Edit the name of an Credit or Character](image)
  
  Edit the name of an Credit or Character. This will change the name of the Credit or Character for all books he / she may be appearing in.

Some books are a compilation of **stories or articles**. Information about the separate parts can be tracked under the Contentstab. Each entry represents a story or article. Double click on an entry to open the **Contents Edit screen** to enter information. These contents can be shown on the main screen using the **contents view**.

![Edit Book: Harry Potter and the Sorcerer's Stone](image)

• **On the covers tab you can manage the cover images for a book.** The cover images are stored outside of the database and linked through the Picture File path shown. You can change the cover by using the **Browse** button to select another image.
Related Topics

Edit book screen
Automatically updating books
List management
Adding Images manually
Data field meanings
6.3 Browsing your database

Once you have added your books to your database, it is time to see what you've got. There are several ways to display your data:

- **List view**
  On the right side of the main screen, is a spreadsheet-like listing of the books in the database.

  ![List view example]

  - Go to menu **View | List** to see this. Use the scroll bar, on the right of the panel, to move through your list.
  - To sort the collection, click on the column heading you want to sort by.
  - You can set what columns (fields) should be shown by using the menu **View | Columns**. To learn more, click here.

- **Image view**
  A nice feature of Book Collector is the ability to look through your books as a gallery of cover images.

  ![Image view example]

  - Go to menu **View | Images** to see this.
  - The slider control above the thumbnails adjusts the display size of the covers.
• **Details view**
  When a book is selected through the List or Image view, the full details appear on the right side in the Details view of the main screen.

![Harry Potter and the Sorcerer's Stone](image)

- Use the menu **View | Details View Template** to change the colors and layout of the details view. Select one of the templates from the list to see how it changes the details view. To learn more about templates [click here](#).

• **Folder view**
  Instead of a single list showing all your books, Book Collector can also group your collection.

- For example: to group your collection by Genre, go to menu **View | Folders | Genre**. Your collection will be grouped into genre folders.
- Click on a folder to see the contents. The List view is now moved to the top-right area of the main screen.
- The Folder view can be turned off through menu **View | Folders | No Folders** or the toolbar icon ![Folder View](image). To learn more about the Folder view, [click here](#).

  **Note:** Folder view only displays your data differently, the data itself is not changed!
• **Collection status icons.**
  In the main screen, you may notice not all books have the same icon in front of the names in the list.
  ![List and Images]

  • When a green tick is shown, the **collection status** of the book is 'in collection'. This collection status indicator can be turned off using the **options screen** and reflects one of the values of the "in collection" field as found on the **edit screen**.

**Related Topics**
- Finding a book in your database
- List management
- Lookup Lists
- Proper sorting
- Folder View
- Editing books
6.4 Finding a book in your database

There are a number of ways to search for books within the database. They are listed here from simple to more complex.

Sorting

**Step 1:** The **List view** is the top right-hand panel of the main screen. Click on the column header and the book listing will be sorted on that field in ascending order (i.e. from 'a' to 'z'). Here the header 'title' is clicked. You can control which columns are visible in the main screen using the **column field selection screen**.

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Publication Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bravo Two Zero</td>
<td>Andy McNab</td>
<td>1993</td>
</tr>
<tr>
<td>Fast Food Nation</td>
<td>Eric Schlosser</td>
<td>2002</td>
</tr>
<tr>
<td>The Gunslinger</td>
<td>Stephen King</td>
<td></td>
</tr>
<tr>
<td>Harry Potter and the ...</td>
<td>J.K. Rowling</td>
<td></td>
</tr>
<tr>
<td>The Life Strategies ...</td>
<td>Phillip C. McGraw</td>
<td>2001</td>
</tr>
<tr>
<td>The Lord of the Rings</td>
<td>J.R.R. Tolkien</td>
<td></td>
</tr>
</tbody>
</table>

**Step 2:** Click on the column header again and the listing will be sorted in descending order (i.e. from 'z' to 'a').

You can sort on multiple fields, for example: first on Year, within the Year on Title. This is done through menu **View | Sort Order | Choose sort fields** which brings up the **Sort field selection screen**. When books seem **out of place** after sorting, please check the section on **sorting properly**.

**Note:** Characters such as the [space], or the "{" precede the alphabet when sorting ascending.

Searching : using the quick search

**Step 1:** You can open the Quick Search screen through menu **Search | Quick Search**. This performs a search through all the database fields. It may also be accessible through the toolbar icon on the **main screen** (the toolbars can be customized). To use it, type a term like 'Stephen King' and press Enter. This will show all books that contain the phrase 'Stephen King' anywhere in a field.

**Step 2:** The highlighted **funnel icon** means that a search filter has been applied to the database and only search results are displayed now. Click on it to turn off the filter and get back to the complete listing of books. A **barcode scanner** can also be used in the Quick Search. To do so, select the Quick Search text box and scan a barcode. Quick Search also supports the use of simple **wildcard searching**.

Searching : using the incremental search

**Step 1:** In the List View on the **main screen**, click on the data column header you want to search by. The column header will indicate with an arrow that it is selected:

**Step 2:** Type the first few letters of the search term you're after and Book Collector will highlight the book with this value. In the screenshot above, entering ‘f’ will select the book **Fast Food Nation**. Then typing ‘h’ will select ‘Harry Potter’. Note that this way of searching is only useful if you are looking
for text at the beginning of the field.

**Filtering : Collection Status**

Book Collector has a field called Collection Status, which has values of 'Not in Collection', 'Wanted', 'In Collection' and 'For Sale'. In the List View on the main screen, icons appear on the left side representing the status. There are preset filters for quickly switching between different parts of your Collection depending on the Collection Status. These filters can be accessed through the toolbar on the **main screen**, using the icon or through the menu **Search | In Collection Status**.

**Note:** The Collection Status filter is remembered after re-starting Book Collector. If you think part of your collection has suddenly disappeared, make sure the Collection Status filter is set to 'All'. You can always check the **status bar** to see if some filter is active.

**Advanced filtering (Pro version only)**

To search in specific fields, or search in multiple fields at the same time, you need to create a filter in the **Filter screen**, (as seen in the above picture of the status bar).

**Related Topics**

- **Main screen**
- **Filter screen**
- **Customizing Book Collector**
- **Proper sorting**
- **Searching with wildcards**

### 6.5 Printing

**FOR SCREEN EXPLANATION: Print Screen**

The print functions of Book Collector are quite flexible. To quickly start with creating a simple list of your collection, follow these steps:

**Step 1:** Open the print screen through the icon or through menu **File | Print**.
Step 2: Choose books to print: Select the option ‘All Books’ to print out your entire book collection.

Step 3: Choose a (text) list or thumbnail layout.

Step 4: Choose the columns using the columns button, or when you are printing thumbnails the number of rows and columns.

Step 5: Click on the Print button to print the list.

For a more in depth explanation of the Print Screen options, click here.

**Related Topics**
- Print screen
- Data field meanings
- XSL Templates
- Column field selection screen
# Advanced Tasks

The topics in the Advanced Tasks-section describe how to perform tasks that you will use once you have become familiar with Book Collector. They are described in a step-by-step format to make it as easy as possible to follow.

At the bottom of each task, you will find links to related topics.

### An overview of the tasks covered here:

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding books using barcodes</td>
<td>**Edit</td>
</tr>
<tr>
<td>Adding books Manually</td>
<td>**Edit</td>
</tr>
<tr>
<td>Adding eBooks and Audio Books</td>
<td>**Edit</td>
</tr>
<tr>
<td>Adding contents of a book</td>
<td>: available from the <strong>Edit Book screen</strong>, the contents tab&lt;br&gt;• Some books are compilations of stories. Such stories can be entered into your Book Collector collection.</td>
</tr>
<tr>
<td>Editing Multiple books</td>
<td>**Edit</td>
</tr>
<tr>
<td>Automatically updating books</td>
<td>**Edit</td>
</tr>
<tr>
<td>Adding (book cover) images manually</td>
<td>**Edit</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Searching with a filter (pro version only)</td>
<td>Add your own book cover images manually. If no cover was retrieved, this allows you to add your own.</td>
</tr>
<tr>
<td>Searching with wildcards</td>
<td>Use wildcards to better use search terms</td>
</tr>
<tr>
<td>Manage lookup lists</td>
<td>Manage all lists of field values that are shared values, such as the genre, publishers, creators etc. Create, edit and remove such shared field values.</td>
</tr>
<tr>
<td>Loaning books (pro version only)</td>
<td>Book Collector has a built in loan manager, to keep track of what you loaned out, to whom and when they should bring it back. (Pro version only)</td>
</tr>
<tr>
<td>Viewing collection statistics</td>
<td>Create overviews about your collection, with stats as well as charts.</td>
</tr>
<tr>
<td>Customizing Book Collector</td>
<td>Change the way Book Collector looks and handles.</td>
</tr>
<tr>
<td>Missing images</td>
<td>Update file links: if your cover images were moved from one folder to another (or one computer to another)</td>
</tr>
<tr>
<td>Importing books</td>
<td>Import books from an other Book Collector database.</td>
</tr>
<tr>
<td>Exporting books (pro version only)</td>
<td>Export books to another database.</td>
</tr>
<tr>
<td><strong>Advanced Tasks</strong></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------</td>
</tr>
</tbody>
</table>
| • Export book details to publish them online, using the [export to html](#) function.  
• Export book details to your iPod or PDA or XML |  |
| **Updating Book Collector and changing computers** | **Menu:** Help | **Check for update** (and others)  
• [Update Book Collector](#) so you are running the latest version  
• Transfer your data to a new [Windows computer](#)  
• [Make backups](#) of your collection and setting files |  |
|  |  |
| For more common tasks please see the [Common Tasks](#) section.  
You can find background information about menus, screens and fields in the [Reference](#) section. |  |
7.1 Adding books using barcodes

FOR SCREEN EXPLANATION: Add Automatically Screen

Book Collector can also use the ISBN barcode to find a book online. This usually delivers a more accurate match than searching by title because the barcode identifies exactly which edition of a book you have.

You can search for barcodes by typing them in by hand, or by using the barcode scanner.

Adding books using barcodes

Entering the barcode manually

Step 1: Click on the Add books icon or select menu Edit | Add Books Automatically.

Step 2: Enter the barcode in the Barcode field and click the 'Add to Queue' button to add the barcode to the search queue. Both 10- and 13-digit ISBN codes may be entered and will give results. Make sure not to use UPC codes, as these will not be found.

Entering the barcode with a barcode scanner

Step 1: Make sure your scanner is configured correctly. If you have the Flic / Collectorz.com scanner, please see the Setup Instructions. For the Cuecat scanner and other scanners, please check the Barcode reference topic.

Step 2: Scan the barcodes of a number of books. Scan only a few to begin with until you are comfortable with the process. If you are not using the Collectorz.com barcode scanner, you will have to have the scanner connected during the previous steps. If not, continue to the next steps.

Step 3: Connect the scanner to your computer through the cable.

Step 4: Click on the Add books icon or select menu Edit | Add Books Automatically.

Step 5: When you open the screen the Search Queue section should be populated with the barcode values you have scanned or typed in. Click the search now button.

Step 6: Add the books following the instructions on the adding books section.

Related Topics
Barcode scanning reference
Add Books Automatically - Using the queue
Hints for Adding Books Automatically

7.2 Adding books manually

FOR SCREEN EXPLANATION: Edit Screen

It can happen that books are not found in the online database.

In such cases, you may want to add the book to your collection manually.

Step 1: Use the menu Edit | Add book Manually, which opens up a regular but completely empty edit
Step 2: Enter all the details you would like to enter for the book. For more information on how to enter information see the section on editing books.

Step 3: Click the OK button to add the book to your database.

See the section on data field meanings for more information on the meaning of the fields you will find on the tabs of the edit book screen.

Related Topics
Adding books automatically
Edit books
Field Defaults screen
7.3 Adding eBooks and audio books

With the progress of technology books have become available in formats that don't involve any paper. Two examples of this are eBooks and audio books.

**eBooks**
This is a format of book that is stored as a file on electronic memory such as a harddrive. The content of the book is in written form. There are a variety of file formats for books such as PDF. More info: [eBooks](#).

**Audio Books**
Books can also be experienced by listening to someone reading the book to you. Audio books are sound files (like MP3s) which can be stored on your harddrive. More info: [Audio books](#).

In Book Collector, you can create an entry for these books just like you would for a physical book. It uses the Links field to store references to the actual files on your system. This will allow you to open/view or listen to them by clicking a link in the main screen of Book Collector. See the details view for this.

**Step 1:** Double-click on the book in the List view, use the toolbar icon or select from the menu Edit | Edit Book. This opens the Edit Book screen.

**Step 2:** Click the Links tab. On the bottom half you can add links to files on your computer.

**Step 3:** Click the button to add a link to an eBook, or the icon to add a link to an Audio Book.

**Step 4:** Click OK to close the Edit Screen. Back in the main screen, have a look at the book details, where you will see links appear for the eBook or Audio Book you added. Click on the link, and Windows will open the related file. This can be through the Acrobat reader (for Pdf eBooks) or for example through the Windows Media Player (for MP3 Audio Books).

**Related Topics**
[Edit books](#)

7.4 Adding contents of a book

**FOR SCREEN EXPLANATION:** [Edit Story / Article / Chapter Screen](#)

Some books are compilations of stories or articles. In Book Collector it is possible to capture information about these individual parts of a book. These parts are referred to as the Contents. There is a separate Contents tab page on the edit book screen, and a [Contents View](#).

**Edit Story/Article/Chapter screen**

**Step 1:** This screen can be accessed by opening the Edit book screen for a book and selecting the Contents tab:
Step 2: Each entry in the above screen is a section of the book. To add an entry click on the
button. The Add Story/Article/Chapter screen will appear:

Step 3: Through these screens you can enter details of the story or article within a book. Press OK to
return to the Edit book screen.

- Once you have made a few Content entries, you can view your collection from the Contents
  perspective. This is called the Contents view.
- For further description, read through the section Edit Story/Article/Chapter screen.

Related Topics
- Edit books
- Book and Contents view
7.5 Editing multiple books

FOR SCREEN EXPLANATION: Edit Screen

If you need to apply the same change to more than one book (e.g. set the format from paperback to hardcover for five books), you can do this with Book Collector in the following way:

Step 1: In the List view, click on multiple books while holding down the Ctrl or Shift key on your keyboard. Ctrl is for selecting non-adjacent books, the Shift key for an adjacent set.

Step 2: Next, through menu Edit | Edit Multiple books an edit screen will appear which is very similar to the normal Edit screen. The big difference is that all the fields are empty. Use this screen to change the value of a field for all the books that have been selected. For example, if you set 'Stephen King' as the author, all books will be set to have that value as its author field. The previous value will be overwritten.

Step 3: Enter values in the data fields you want to change and it will be changed for all the books selected.
To **clear** a data field, click on the field and press **F8**. Click on the **OK** button to store the changes.

The edit multiple function is quite powerful, and **irreversible** (or at least not reversible in one step). You are no longer editing just one book, but a whole range of books. So make sure you have selected the books you wish to batch change fields from, and do not enter anything into fields you do not want to change.

**Notes**
- If a field can have multiple values (like the genre field), **all** previous values will be overwritten with the new ones. You cannot add values to the existing ones. You can, however, select more than one new value to use for all books. Also, you can use drag&drop in **Folder View** to add or replace specific values.
- When clearing the Credits field, all values will be cleared. It is not possible to clear only one specific person.
- The **Credits & Characters**, and **Links** tabs are hidden in this mode, and cannot be edited.

**Related Topics**
- Edit book screen
- Main screen
- Data field meanings
7.6  Automatically updating books

You can update the data about a book in your collection using the online Book database. This allows you to retrieve newer data which was missing at the time you originally added the book. For example, when a cover image or plot description has been added.

**Step 1:** Open the Edit book screen and click on the Update... button on the right. This option is also available by selecting books in the List view, and menu Edit | Update Books Automatically.

**Step 2:** If the book was not linked yet, you will first be asked to link the book to the corresponding book in the online Book database. If the book was already linked, a pop up will notify you of the status of the update, if details have been added or not.

As a tip, you can select multiple books, then use the menu Edit | Update books Automatically. This will fill the search queue of this update screen with all the selected books. See also step 1 of the edit multiple books topic in this manual.

**Note:** the Update feature never overwrites existing information, it only adds information. In other words, it only fills fields that are still empty in your existing book entries.

- There are two exceptions to this: The front- and back covers are updated if the image file no longer exists on your system.

**Related Topics**
- Add Books Automatically - Using the queue
- Hints for Adding Books Automatically
- Edit multiple books
7.7 Adding images manually

Sometimes when using the online Book Database no cover image for a book is found. You can still add covers for these books manually:

- **Adding your own covers by browsing your computer**
  
  If the image is already stored on your computer, add it like this:

  **Step 1:** Open the Edit book screen, and select the Covers tab.
  
  **Step 2:** Click the Browse... button, navigate to the image file, and select / open it.

- **Adding a cover from the internet**

  **Step 1:** Open a web browser like Microsoft Internet Explorer. Go to a search engine, like Google.com, to find a webpage with the cover image.
  
  **Step 2:** Open the Edit Book screen, and select the Covers tab.
  
  **Step 3:** Click on the image on the webpage and drag it onto the Edit book screen.
  
  **Step 4:** A dialog will appear asking if you want to link to the dropped file or save the image on your harddrive (called 'Copy dropped file to default image folder, then link'). Choose the second option.

- **Adding a cover using an image scanner**

  If you own an image scanner, it is possible to scan the book packaging for the cover images and use them in Book Collector.
Step 1: Make sure your scanner is installed and configured correctly.

Step 2: In Book Collector, select Tools | Options menu, select the Images tab, and set the 'Image Scanner (TWAIN compatible)' setting to the correct driver.

Step 3: Place the book package on the glass scanning area of the scanner.

Step 4: Open the Edit book screen, and select the Pictures tab.

Step 5: Click the 'Acquire' button to start the scanning of the cover. Book Collector will then link to this cover.

Step 6: If the scanned image didn't come out quite right, use the Edit button which will open a graphics editor like Microsoft Paint in which changes can be made.

There are several settings related to image and scanner controls, accessible through the Tools | Options menu.

Related Topics
Options screen
Making backups

7.8 Searching with a filter

FOR SCREEN EXPLANATION: Set Filter Screen

Book Collector allows you to filter the collection of books, so only a certain part of the database remains visible in the main screen. You can set and save what the conditions are for a filter. For example, you might want to see only your Hardcover books by Stephen King, or all children-books published before 1990. This is possible using filters.

If you just need to search for a phrase or name anywhere in your database, the Quick Search is usually easier.

Also note that filtering on collection status can be done directly from the toolbar using , unless you need to combine it with more conditions.

To search in one specific field or search on multiple values, create a filter:

Step 1: Click the Filter icon and from the drop down choose "Create/Modify filter(s)", or select the menu Search | Filter | Create/Modify filter(s) to open the Filter screen.
If you take a minute to look at this filter, you will probably see that it intends to filter out of your collection:

- all books of which Stephen King is the author (Book.Author equals King, Stephen) AND
- for which the format is set to Hardcover.

**Step 2:** Click on the Add Filter icon to add and save a new filter "preset". Note that these will be saved, so they can easily be invoked when needed again later without having to set up the filtering conditions again. You can name the filter so you can see from its name what it does. For example, name the filter "Stephen King hardcovers".

**Step 3:** Click on the icon to add a condition for the filter you just set up and named. In the columns you can use the drop down to select onto what field you would like to impose the condition check you are setting up, what sort of comparison you would like to make, and on what value you would like to compare.
Step 4: Repeat the process of step 3 to add more conditions if needed. The AND between two conditions makes a book appear only if both conditions are met. The other available option is OR (available by clicking on AND between the two conditions).
- All parts of a condition can be changed by simply clicking on the field, comparison, value or logical AND / OR operator.

Step 5: Click OK to activate the filter. To turn off the search filter, click the toolbar icon or use menu Search | Filter On/Off.

Notes:
- Once a filter is set, the bottom of the main screen will always let you know. In this example, although your complete collection counts 34 books, only one will be shown due to the filter. Meaning either the other 33 are not written by Stephen King, or they are but are not Hardcover books.

- Filtering on collection status can be done directly from the toolbar using , unless you need to combine it with more conditions.
- If you just need to search for a phrase or name anywhere in your database, the Quick Search is usually easier.
- Filters are saved, and stored in separately files.

For a more detailed explanation of the filter screen and more examples, see the Set Filter screen topic.

Related Topics
- Set Filter screen
- Finding a book in your database
- Searching with wildcards
- Main screen status bar
7.9 Searching with wildcards

The search features: Quick Search and Search Filter both support searching with wildcards. Wildcards are a notation for creating extended search criteria. For example you can search with "b??ll" and this matches both "bill" and "Ball" (if case sensitive searching is not used, see the picture below).

**Step 1:** In the quick search box enter for example the search term I?v?ing and hit enter. In the example database, this will filter out the 4 books that all have the text living in them. Just click a result and check the details view to see where this text appears.

**Step 2:** Now type l??ving in the quick search box, again followed by an enter. You will see only one book displayed, The Good guy of Dean Koontz. in the plot information, it ha the word leaving which matches the quick search.

Such wildcard searches will also work in the filter screen, be it slightly different. In the filter screen you will have to use 'matches' as comparison, as is shown in this picture:

If you are familiar with wildcards, here is the syntax you can use:

* = match any substring (including empty)
? = match any single character
# = match any numeric character (0..9)
@ = match any alpha character (A..Z, a..z)
$ = match any alphanumeric character
~ = match any non-alphanumeric, non-space character

All other will match the given character

### Related Topics
- Find an album in your database
- Set Filter screen
- Searching with a Filter

7.10 Managing lookup lists

**FOR SCREEN EXPLANATION:** Lookup List Screen

Lookup fields are a special type of data field in Book Collector. They are used when a specific value is shared by more than one book.

For example, genre is a lookup field because many books can have one genre (like Action or thriller). These lists can be used to group your books on in the main screen, using the menu View | Folders. When you need to manage the values in such a list (e.g. to correct a typo, add a new value, or remove a duplicate) you can do so in the Edit Lookup Lists screen.

Changing a value like for example "Sci-Fi" into "Science Fiction" will mean all books that previously had "Sci-Fi" as genre, now all will have the new name for this genre. So be careful, changing a lookup list value can / will likely affect more than one book!
Step 1: Click on the Edit Lists toolbar icon or select menu Tools | Edit Lists.

Step 2: On the screen that appears click on the folder icon to choose the List to edit.

Step 3: Use the icons

- to add list entries
- to edit list entries

See the Lookup List Reference topic for more detailed information on the icons and the screen.

Editing a lookup value will bring up a separate screen where specifics can be entered, such as the one in the image below. You can here enter the new details for the item.
Step 4: Once a lookup list item has been changed, the quickest way to see the result of this change, use the menu View | Folders | Genre (in this example)

Related Topics
Lookup List Reference
Sorting Properly
Options screen
7.11 Loaning books

If you have a large book collection, chances are your family and friends regularly borrow books from you. In the Pro edition of Book Collector you can track the lending of books, so that you won’t forget who borrowed what.

**Step 1: Loan Out** - A book can be loaned out by selecting it in the List view on the main screen.

Clicking on the toolbar icon or using the menu Loans | Loan Book will bring up the Loan Out dialog:

- The Loaned To field is where you enter the name of the borrower or, if they have borrowed before, choose their name from the drop down list. If you wish to add a borrower, just type the new name directly.
- From the displayed months Loan Date, Due Date fill in automatically and can be adjusted manually. The time frame between these two can be controlled using the menu Loans | Loan Settings.
- You can loan several books in one go. For this, select the books using <control>+click or <shift>+click in the main screen list before using the menu Loan | Loan Book.

**Step 2: Return Book** : A book can be returned by selecting the book in the list, and clicking on the toolbar icon or using the menu Loan | Return Book. This brings up a dialog similar to the Loan Book screen.

- For returning a book, the loan details can be adjusted here and the return date can be specified. By default, it is set to the current date. A more convenient way to return (manage) the loans is by using the menu Loans | Manage Loans, because this can show only books that are actually loaned out or have been at some point.
Related Topics

Manage Loans screen
7.12 Viewing collection statistics

**FOR SCREEN EXPLANATION:** Statistics Screen

Statistics about your collection are useful for various purposes, e.g. calculating the total value of your collection for your insurance. Or you can see your favorite genres or writers.

**Step 1:** Select the toolbar icon or menu Tools | Statistics. On the right side of the screen are summary statistics about the collection, for example # books is number of books.

![Statistics Screen](image)

**Step 2:** In the upper left corner choose a data field you would like statistics on using the yellow folder icon. Clicking on the folder icon will display a tree menu of options. In the example above 'Editor' was chosen.

**Related Topics**
- Statistics screen
- Lookup Lists
7.13 Customizing Book Collector

The user interface of Book Collector can be customized by adjusting the toolbar icons, switching the displayed language, editing fields names, and customizing the Details View:

- **Change Screen layout**
  In Book Collector, you can change the main screen layout using the toolbar dropdown. The icons more or less speak for themselves, and selecting one will set the main screen panes accordingly. This can be very useful to for example use a wide screen in a more optimal way (selecting a horizontal split e.g).

- **Change Details View layout**
  The Details View on the main screen can be 'skinned' with templates to show different colors or layouts. Change the template via menu View | Details View Template. For more information on creating templates, see XSL templates.

- **Change the Columns of the main screen's list**
  The main screen's list displays several columns (representing data fields). You can control which columns should be displayed, as well as in what order.
  For this, use the menu View | Columns | Choose Columns. For more information, see the Column field selection screen.

- **Change Field Names (Pro version only)**
  All field names in Book Collector can be changed to your own liking. For example, if live in the United States, you might want to change the "Audience Rating" field to "MPAA Rating". This is done through menu Tools | Field Names.
Step 1: Click on an entry in the Your Name column (left column).

Step 2: Click on the ‘Rename’ button or press F2, and type the new name followed by Enter.

Step 3: A keyboard shortcut can be set through this screen as well. Include an ampersand character (&) preceding the letter you want as a shortcut key. So, for example, if you want Alt+T to be the short-cut key for jumping to the Title field, change the Title field name to "&Title". A line under the character will only appear in the Edit Book screen.

Avoid renaming fields Book Collector has a pre-defined purpose for such as the barcode or format field. Abusing such fields for your own purpose and renaming them can cause problems in future versions.

Notes on renaming fields:
- The field names changes are stored in the database file itself, as well as in the Windows Registry. This means that changes won't be reflected immediately across database files - but new databases will use the new field names.
- A renamed field will not be translated anymore when you change the language via Tools | Language. A manual change takes precedence over the default translation.

Customize Toolbar

Step 1: The toolbar at the top of the main screen can be customized through the menu View | Toolbars | Customize. Click on the checkbox to show or hide a toolbar (i.e. a group of related icons).
Step 2: Click on the 'Commands' tab to see a listing of all icons. Add an icon to the Toolbar by selecting it in the 'Commands' list on the right and dragging onto the Toolbar, in the location you want.

The third tab available from the Customize screen is shown here.
If the toolbar becomes too confusing, it can be reset through menu View | Toolbars | Reset.

Switch Language
The Book Collector interface has been translated to several languages.

Step 1: You can switch using the menu Tools | Languages.

The list of supported languages is growing steadily because the translations are contributed by users. If you are interested in translating Book Collector into your language, please download the Translation Editor for more information.

Related Topics
Main screen
Classifying books hierarchically
XSL Templates
### 7.14 Updating file links

When using Book Collector you may see a yellow exclamation mark in the **Details View** as follows:

![Image](image.png)

This means, that for this book the link to the cover image is no longer correct. In Book Collector the image files are stored outside the database file and referenced by a link on the **edit book** screen. This could be caused by moving or deleting the image/thumbnail files. Files defined as **Links** can also be repaired with this function.

**Step 1**: Check if the image files are still on your computer. You can do this by opening the edit book screen, and on the covers tab check the file and path of the link. If the image is still there, you can repair the links through menu **Tools | Maintenance | Update File Links**.

**Step 2**: Click on the **Browse** button to point to the folder where the image files may be or have been moved to.

**Step 3**: Next click on **Search** and Book Collector will try to locate the missing image files.
Step 4: Click on Update to re-link the missing image files. Click the Close button to exit the update screen.

Notes on re linking image files:
- This will only find files if they have been moved, not if they have been renamed.
- If there are multiple files with the same name, the first one will be used.
- If the image files have disappeared, it may be possible to download them again through Automatically updating books.

Related Topics
Making backups
Repairing thumbnails

7.15 Repairing thumbnails

When you are using Image View on the main screen, you may come across the following:

The gear icon means that there is a missing thumbnail image for this book. You can easily repair this.

Step 1: Select menu Tools | Maintenance | Repair Thumbnails.

- A thumbnail is a small version of the cover image of a book, which is used to speed up the Image View. A thumbnail is generated automatically when you add a cover.
- Thumbnails are stored as separate files in the folder determined by the Default Folder for Thumbnail Files (see the Images tab of the Tools | Options screen). If a thumbnail file is missing (e.g. after an incomplete restore of your system), it can be generated from the original image file at any time using step 1. If the original image files have disappeared, it may be possible to download them again through Automatically updating books.

Related Topics
Making backups
Updating file links
Adding images
7.16 Importing books

If you have a list of your books in a text file or other format, in some cases you can import your existing collection information. It is also possible to import books from another Book Collector database file.

- **Import from other collection**
  This is a merge feature, that will let you select a database file to merge into the current open Book Collector database. The lookup lists of the two databases are merged by comparing the Sort Names of the lookup items: two lookup items with the same Sort Names are merged to one item.

  ! Be careful with importing databases. Importing a database into itself will **lead to duplicates** in your collection.

- **Text Import**
  This feature works by importing a text file with ISBN, title and author information.

**Step 1:** Select menu **File | Import From | Text**, which opens:

![Import From Text File](image)

**Step 2:** Click on 'Browse' to locate the import text file.
- Make sure the data is in the right column order: Series first, then Issue Nr, Issue extension and finally the publisher. This can be prepared using a spreadsheet program like **Excel**. The import file needs to be in the form of **ASCII** text. You can use Excel's "save as - delimited text" option for this. The data should appear in the Preview section at the bottom. If your file lacks for example Issue extension information, make sure to leave the third column empty in Excel.
Step 3: Click on OK. This creates entries in the current database for each entry in the text file. They are selected by default immediately after importing (which can be seen by the fact that after the import all new entries stay blue meaning selected)

Step 4: Using the new imported books you can use the menu edit - Update Books Automatically to search the online Book Database to gather further information and covers. If done immediately after step 3, all the new entries will end up in the search queue of the update book screen.

There is currently no direct, full data text import for the database.

Related Topics
Automatically updating books
Hints for Adding Books Automatically
7.17 Exporting to text format

**FOR SCREEN EXPLANATION:** Export to text Screen

**Note:** this feature is not available in the Standard edition.

If you're looking to share your collection information with your friends this is a simple method to use. Create the text file, attach it to an email and send it. This feature can also be used to transfer data into Excel or other database programs like MS Access.

**Step 1:** Select menu File | Export to | Text:

**Step 2:** Specify the destination and filename in the **Destination File** area. You can also use the 'Browse' button to overwrite an existing file.

**Step 3:** Click on the **Fields** button on the right to adjust which data fields are exported and what the column order is. Learn more about the **Column field Selection screen**.

**Step 4:** Click on **Export** to create the file. Giving the file the extension .csv will make e.g. Excel help you via a wizard to import such a list of text into columns properly.

**Related Topics**
Text export screen
Column field selection screen
Data field meanings
7.18 Exporting to HTML

FOR SCREEN EXPLANATION: Export to HTML Screen

Note: this feature is not available in the Standard edition.

The Export to HTML function creates HTML pages of your books, for use on your homepage or website. You can create one index page listing all books (with one line per book) which link to detail pages with one page for each book. Image - and hyperlinks are automatically generated to function correctly.

Step 1: Select menu File | Export to | HTML.

Step 2: In the section Books to export, choose whether to export all or the currently selected books.

Step 3: Click on the Index Template tab. This section is for adjusting the way the books are listed in the export. Select 'Customize Template'.

Step 4: Click on the tab 'Details Template'. This is for controlling the individual pages for each book. The major option is 'Select Template for Details Pages'. Here you can choose different layouts for the way the detail pages of the books you are about to export.
Step 5: Click the 'Export' button to create the webpages.

- After you have exported the files, you need to upload them to a server that hosts webpages (web space). For uploading you need File Transfer (FTP) software like http://www.coffeecup.com/free-ftp/. Quite often Internet Service Providers (ISP's) will give you free web space along with your internet connection service. Your ISP will provide the details required to setup your own website.

Related Topics
- HTML export screen
- Data field meanings
- XSL Templates
- Column field selection screen
7.19 Exporting to PDA, iPod and XML

Note: this feature is not available in the Standard edition.

The information stored by Book Collector can be exported to portable devices like PDAs and iPods. There is also an XML export for use in external databases or migration to the Mac.

Export to XML

XML stands for Extensible Markup Language. It is a format that includes meta tags around the data that is exported. For example the purchase date for a book would look like this <PurchaseDate>2006-08-19</PurchaseDate>. XML comes in numerous data formats. In other words an XML file from two programs most likely will not be written in the same way. In the Export to XML screen you can export the full list of books or a partial listing.

The definition of the Book Collector XML format is fixed, and it is also used by the Export to HTML, Print and Details view XSL stylesheets. The easiest way to study it, is to create a book entry, enter data into all fields, and then right-click in the Details View to export this record to XML.

If you have a Mac computer the data from a Windows version of Book Collector can be transferred over using the XML export feature. There is an XML import on the Mac version of Book Collector. Image files will need to be moved over separately. See the detailed instructions.

Export to iPod Notes

You can export your collection to an Apple iPod through menu File | Export to | iPod Notes. This brings up the screen:

Step 1: Choose whether to export your complete list or selected items.
Step 2: Click on the ‘Find my iPod’ button to link to your iPod. Make sure your iPod is connected to your computer.
Step 3: Choose whether to Include "In Collection Status" indicators. This shows as a marker flag on the iPod screen.
Step 4: Choose to include Detail pages or not. If you choose to, there is the option of using the...
Default Layout or Custom Layout. The Custom Layout lets you choose which data fields are exported and in which ordered. This is done through the 'Fields' button.

- Keep in mind the iPod export only works correctly for a listing of 1000 items or less. This is a limitation of the iPod storage area itself.
- Using the export a second time will overwrite the previously exported data on your iPod.

Export to Palm / Pocket PC

Book Collector can used together with a PDA. This feature has been specifically designed to work with ListPro, a list management program for PDAs. ListPro is produced by Ilium software.

Here is what a collection (database) of Collectorz.com software looks like in ListPro (showing an example from Music Collector):

Setup
1. Download the trial version of List Pro and install it on your computer, if you don't already have it. It's available here.
2. In Book Collector (Pro edition), choose File | Export To | Palm or Pocket PC (ListPro) | All Items.
3. Choose the location and name for the export file.
4. Start ListPro.
6. When the New File Wizard finishes, the New List Wizard will start.
7. Select Next, then choose Book Collector and click Next.
8. At the Column Selections screen, simply click Next.
9. Enter a name for your list, and click Finish.
10. Select Tools | Import Items From File.
11. At the Columns to Import screen, click OK.
12. At the Choose Import File screen, change "Files of Type" to "Comma Separated Values" and then open the CSV file you exported from Book Collector.
13. You should now see your data in ListPro, and you can now synchronize with your PDA.
If you do not have the Collectorz.com templates:

1. Download this file to your PC: Collectorz.clf, here
2. Open ListPro on your PC
3. Select File | Open and choose the Templates.clf file that is in My Documents.
4. Select Tools | Import Lists
5. Choose the Collectorz.clf file you downloaded, then place check marks next to the names of your Collectorz.com software and finish the import wizard.
6. Now follow the instructions above to import your Collectorz data into ListPro.

The export to PDA is a special version of the text export. If you are looking to customize the PDA export, use the Text export to adjust the information exported. You will need to adjust the import template in ListPro to reflect the customized import file.

Related Topics
Data field meanings
Column field selection screen
7.20 **Updating Book Collector**

Book Collector is regularly updated with new features and bug fixes. The software has an integrated function to upgrade to the latest release:

**Step 1:** Go to menu **Help | Check for Update**. As a licensed user you are entitled to free bug fixes and minor updates. When you upgrade, all data entered in the previous version will be preserved. Of course, it is always a good idea to maintain a [backup of your data](#).

**Step 2:** Book Collector will try to contact the Collectorz.com website to check for an updated version of the software. If there is a new version you will see a message such as this one.

![Check for Update](image1)

**Version 5.1 build 2**
Released: November 19, 2007

**Fixed**
- Export to HTML: index.html was not created when using "Use main screen setting" under Sort Order
- Export to HTML: "Range Check Error" when using "Use main screen setting" under Sort Order
- Automatic Sort Titles didn't work correctly for titles already in "Title, The" format
- License name that has non-ASCII characters was not removed from lock file correctly causing "Read-Only" situations
- Visibility of Loans toolbar was not remember correctly

**Step 3:** Click on the **Update Now** button which brings up:

![Update Now](image2)

**Step 4:** Click **Yes**. This will start the downloading of the updated version. The installer will open up and install the new version. Follow the instructions to install the latest version of Book Collector.

**Notes on upgrading:**
- Of course when upgrading, none of your data will be lost, and once the installation has completed...
the new version of Book Collector will start up and you can continue working with your books. A good tip though is to make regular backups of your data anyway, see the section on making backups. (as harddrives can fail, and that happens more frequently than you may think).

- You can set how often Book Collector should check for updates via Tools | Options, on the Check for Update tab.

**Related Topics**

Making backups of your data
7.21 Transfering data to a new computer

In case you are transferring your data from a Windows computer to a Mac, please check the following section. Here you will find instructions to transfer your data from one Windows computer to an other Windows computer.

**Step 1:** The best way to get Book Collector running on a new computer is to do a "fresh" install, using the original installer. If you do not have that installer anymore, you can download it from the Download page. Run the installer on the new computer to install Book Collector.

**Step 2:** Check the section on Making backups. It will include instructions on what files are required to make a proper backup. You can use this same information to copy the data off the old computer, and onto the new computer. Note that the folder you copy the data from (old computer) may not be the same folder you need to copy the data to (for example if the new computer is running Windows Vista, and the ‘old computer’ was not).

**Step 3:** After the data has been copied over, start Book Collector on the new PC and use File | Open Database to open your database file. That is the database file that you just copied. After that, you should see your own data again.

**Step 4:** If the location of the cover images on the new PC is different, you have to use the Update Image Links screen to let Book Collector update the cover image links automatically.

**Note:** The new computer should have at least the same version number of Book Collector as the computer you copied the database off. If the version of Book Collector on the new system is newer than the one on your old system, Book Collector may convert your database to a new format. This will keep your data intact, and a backup file will be created of the old database format. See the popup that will come up

**Related Topics**
- Making backups of your data
7.22 **Transfering data to a Mac**

It is possible to transfer data from the Windows edition to the Mac edition of Book Collector. In order to transfer the data you need the Pro edition.

**Step 1:** Make sure to export all books, and that your language is set to English (Tools | Languages | English), then Select File | Export to | XML.

**Step 2:** Copy all the cover image files which are stored under the Data folder. The full file path is specified through Tools | Options, Images tab.

**Step 3:** Copy both the XML file and the Images folder over to your Mac.

**Step 4:** On the Mac, go to File | Import From | XML. This will import the text information.

**Step 5:** For the Images you need to go to Tools | Update Image Links. This will re-link the books to the image files.

The data cannot be transferred from Mac to Windows.

**Related Topics**
- [Making backups](#)
- [Export to PDA, iPod and XML](#)
7.23 Making backups of your data

**TIP:** If you accidentally removed a lot of books from your database, close Book Collector but
1. **DO NOT** restart Book Collector.
2. locate the backup file that was stored upon the previous successful startup of Book Collector
3. make a copy of the backup file, which by default is found in `My Documents\Book Collector\Backup` to another folder
4. Rename this copied backup file and start Book Collector. Now use the menu
5. File | Open Database to open this copy.
This will make the situation revert to the last state of the database.

Regular backups of your data are also very important to prevent losing your work when your hard disk crashes or you accidentally deleted files from your computer.

If you have not changed any of the default settings of Book Collector, you will only have to backup the folder `My Documents\Book Collector\`

For a general way of making backups, follow the steps below.

**Step 1:** The first step is to know the name of your active database file. The name of the open database file is displayed on the main screen in the upper left corner. Note that the Book Collector database file ends with `.bkc`. In this case the database filename is `Henk-Jan.bkc`.

![Book Collector screenshot](image)

**Step 2:** Next find the file location by going to menu File | Open Database. A Windows File Explorer will open to the directory of your database file. Click on the drop down menu at the top to find the path to your database file. The default path is:
- `\My Documents\Book Collector` or
- `\Documents\Book Collector on Windows Vista`
Remember the folder you see here and press Cancel.

**Step 3:** Copy the contents of this complete folder to another storage device such as another hard drive or CD/DVD. It is best to use another storage device in case your current hard drive fails. You need backup software like Nero BackItUp for this.

⚠️ It is a good idea to copy this entire folder and not just the database, because some of the Book Collector information is not stored in the database file.

**Check to see what files to backup: data, images and settings**

- **Database file(s)**
  A Book Collector database is a file with the extension `.bkc` (see step 1 above). It is possible to use multiple database files. In most cases we recommend storing all your books in one file though and using the data fields to group books. For example if your book collection has multiple owners, this can be tracked with the Owner data field rather than making one database per owner. The drawback of using multiple database files is that you cannot search across all of them in one go, and that there is no mechanism for transferring book information between database files. The folder of the database file can be found through the steps 1 and 2 mentioned above.

- **Images**
  The cover images are stored as individual files, outside of the database. The books only have links to these images. There are two kinds of image files: the original cover images downloaded from the info sources (or added by you manually), and thumbnail images that are created from the originals. The thumbnails are created for performance reasons. When using Book Collector's features like the `Images view` (menu `View | Images`) these thumbnails will be displayed. The default folder where the actual covers are stored can be found in the menu `Tools | Options`, the `images` tab. Make sure that you backup this image folder as well.
• **User files (Pro version only)**
Some Book Collector settings are stored in external files. By default, these will be also placed in the folder mentioned in step 2 above. To make sure they are placed there, check the setting in menu **Tools | Options**, the path mentioned in **User Files Folder**. These files are a number of XML files, as well as some TXT files. See
  the [column field selection screen](#)
  the [sort field selection screen](#)
  the [folder view selection screen](#)
  the [filter screen](#)
  the [capitalization list](#)
  and the [title sort list](#)
for what settings can be saved.

• **XSL Templates**
Book Collector uses a number of templates that install with the program, which are placed in a folder under the location of Book Collector itself:
  C:\Program Files\Collectorz.com\Book Collector\Templates
Book Collector also looks for user-made XSL templates in your [My Documents folder](#). The folder will have a path similar to:
  C:\Documents and Settings\[My AccountName]\My Documents\Book Collector\Templates
See [XSL templates](#) to learn more about their usage.

• **Search Scripts**
Book Collector uses Perl scripts to search and download from most info sources. By default Book Collector downloads the latest versions of the scripts from our website when you perform a search. This can be turned off through the [Settings](#) button in the Add books Automatically screen. Using this option you can customize the scripts yourself if you are familiar with Perl. In case you did customize scripts, it is recommended to include them in the backup.

**Related Topics**
[Transferring your data to a new computer](#)
8 Reference

The topics in the Reference section provide a comprehensive listing of background information about Book Collector, its menus, screens, fields, and more. The nature is mostly descriptive, whereas the commons tasks and advanced tasks are task based.

An overview of the reference section:

<table>
<thead>
<tr>
<th>Menus</th>
<th>• All Book Collector menus and sub-menus explained.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screens</td>
<td>• All Book Collector screens explained.</td>
</tr>
</tbody>
</table>
| Multi-user support and read-only mode | • How to share your collection by placing it in a shared (network) folder.  
• Messages and tips about the database locking file for sharing the database. |
| Miscellaneous | • A full list of all data fields you can find on the edit book screen      
• Lookup lists, what are they used for and how you can use them.  
• Sorting properly, a full explanation of all sorts of sorting related issues. (title, people’s names etc)  
• Folder views: some tips and background information.  
• Barcode scanning reference: how to use barcode scanners  
• Cataloging systems and library information.  
• Hints for adding books, merging information from different info sources  
• Shortcuts in Book Collector  
• Additional information on templates |

For common tasks - i.e. things you need to know immediately to get started with Book Collector - please see the Common Tasks section.

For less common tasks - i.e. things you do not need to know immediately to get started with Book Collector - please see the Advanced Tasks section.
## 8.1 Menus

At the top of the Book Collector screen, you will find a number of menus. Select one of the main menus to see information about it:

### An overview of the menus:

| File       | • For all collection / database related actions such as to open and save the database.  
|            | • For exporting and importing options.  
|            | • For printing.  
| Edit       | • For all book related actions, such as adding, editing, deleting and updating.  
| Search     | • To search for books, using the quick search and filters.  
|            | • To show books of a particular collection status.  
| View       | • Control the way the main screen looks, which fields you wish to display and more.  
| Loans      | • Keep track of your loaned books (Pro edition only!)  
| Tools      | • To set program options such as image folders, backup options and more.  
|            | • View collection statistics.  
|            | • Repair broken links to your cover images.  
|            | • Initialize your Collectorz.com Laser barcode scanner  
|            | • and more ...  
| Buy        | • Only available as a menu if Book Collector is run in trial mode.  
| Help       | • Access this manual.  
|            | • Visit various Book Collector related websites.  
|            | • View your license information, and the version of Book Collector.  
|            | • Check for newer Book Collector versions.  

## 8.1.1 File menu

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Database</strong></td>
<td>Create a new database file. Book Collector will ask for the file name when</td>
</tr>
<tr>
<td></td>
<td>you try to close the software or switch database files.</td>
</tr>
<tr>
<td><strong>Open Database</strong></td>
<td>Open an existing database file. It brings up a file browser where you can</td>
</tr>
<tr>
<td></td>
<td>search and find database files. Book Collector database files end in *.bkc.</td>
</tr>
<tr>
<td></td>
<td>Learn more about <a href="#">Making backups</a>.</td>
</tr>
<tr>
<td><strong>Save Database</strong></td>
<td>Save changes to the database. Changes are also saved to the database file</td>
</tr>
<tr>
<td></td>
<td>automatically after every change you make.</td>
</tr>
<tr>
<td><strong>Save Database As</strong></td>
<td>Save the database under a different name. Useful for renaming the database</td>
</tr>
<tr>
<td></td>
<td>file.</td>
</tr>
<tr>
<td><strong>Print</strong></td>
<td>Print your book data. See <a href="#">Printing</a> and <a href="#">Print screen</a>.</td>
</tr>
<tr>
<td>**Import from</td>
<td>Other Collection**</td>
</tr>
<tr>
<td>**Import from</td>
<td>Text**</td>
</tr>
<tr>
<td><strong>Export menus : Pro version only</strong></td>
<td>Export your collection to a text file. See <a href="#">Exporting data to text format</a> and <a href="#">Text export screen</a></td>
</tr>
<tr>
<td>**Export to</td>
<td>Text**</td>
</tr>
<tr>
<td>**Export to</td>
<td>HTML**</td>
</tr>
<tr>
<td>**Export to</td>
<td>iPod Notes**</td>
</tr>
<tr>
<td>**Export to</td>
<td>Palm/Pocket PC (ListPro)**</td>
</tr>
<tr>
<td><strong>Exit</strong></td>
<td>Close Book Collector, saving changes.</td>
</tr>
</tbody>
</table>
8.1.2 Edit menu

Add Books Automatically Add a new entry to your database by downloading data from online sources. See Add books automatically

Update Book(s) Automatically Update entries in your collection by downloading data from online sources. See Automatically updating books

Add Book Manually Add a new entry to your database by typing the data yourself. See Add book manually

Edit Book Change the values of any field for one book. See Editing books and Edit book screen
   This function is disabled if there are multiple books selected.

Edit Multiple Books Change the values of any field for multiple books at the same time. See Editing multiple books
   This function is disabled if there is only one book selected.

Duplicate Book Copy a book entry including all its fields. This is useful if you're adding a book series manually.

Remove Book(s) Remove a book entry from the database. A confirmation screen will come up by default. This can be controlled through menu Tools | Options.

Select All Selects all books in the List view. This is useful if you want to take an action on a part (and not the whole) of your collection, such as printing a list of loaned items or a specific genre.
8.1.3 Search menu

- **Quick Search**: Search for a phrase anywhere in your database. See Find a book in your database
- **Set Filter (Pro version only)**: Filter your database on a specific value in a specific field. See Filter screen
- **Filter On/Off**: When you have a filter defined, turn it on or off. See Find a book in your database
- **In Collection Status**: Quickly filter your database on the 'Collection Status' field, without having to set a filter. See Find a book in your database

8.1.4 View menu

- **Folders**: Group your database into folders. See Folder view
- **Show Empty Folders**: Display folders which contain no books. See Folder View
- **Book View**: Display listing of books by physical volume. See Book View
- **Contents View**: Display Contents listing. See Contents View
- **List**: Display books in a list with one row per book. See List view
- **Images**: Display books in a grid, showing the cover image. See Image view
- **Columns**: Select which fields are shown in List view. See Browsing your database
- **Sort Order**: Select in which order your database is sorted. See Find a book in your database
- **Details View Template**: Select the color scheme and layout for the Details View. See XSL Templates
- **Toolbars**: Customize the toolbar of the main screen. See Customizing Book Collector
- **Screen Layout**: Will allow you to change the arrangement of the main screen's panels.
- **Refresh**: Refresh the main screen which can fix graphics problems if they occur.

8.1.5 Loans menu

- **Loan Book**: Mark a book as loaned out. See Loan book
- **Return Book**: Mark a book as returned. See Return book
- **Manage Loans**: Show all outstanding loans. See Managing loans
- **Loan Settings**: Set the default loan period. See Loan settings
8.1.6 Tools menu

Field Defaults
Set the default values to be used when creating a new entry. See Field defaults

Field Names
Rename the fields in the database. See Customizing data field names

Edit Lists
Maintain the lookup lists. See Managing lookup lists

Statistics (Pro version only)
Show statistics for your database. See Collection statistics

Maintenance | Update File Links
Fix broken links to cover images and other external files. See Update file links

Maintenance | Re-Assign Index Fields
Reset the values of the index field. This is useful if there are gaps in the index and you want to renumber starting from 1.

⚠️ This process is irreversible (it cannot be reversed other than by hand, per book).

Maintenance | Convert Currency
Change the value of the price fields (cover price, purchase price, and current value) by a factor. This is useful if you want to change all prices from, say, dollars to euros.

Maintenance | Repair Thumbnails
Fix broken thumbnail images in the Image View. See Regenerate thumbnail images

Maintenance | Reset to Defaults
Reset the screen sizes and positions, and other user settings to the default configuration. This is useful if Book Collector has become stuck in an unusable state.

Link Books
Will check your collection, and make the link books screen come up in case any of the books have not yet been linked to books in the Collectorz.com online Book Database.

Options
Configure the user settings of Book Collector. See Options screen

Language
Change the language of the menus and screens. See Customizing Book Collector

Find scanner
Search your system for a connected Collectorz.com barcode scanners. See Adding books using barcodes Both the Flic laser scanner as well as the Opticon OPN2001 will be found

8.1.7 Buy menu

This menu is only visible when Book Collector is in the trial edition. If this menu is not available, you will find the license information in the menu Help | Your license info

Buy Now
Visit the Collectorz.com website to purchase Book Collector.

or

Upgrade Now
'Upgrade Now' is shown if Book Collector detects a license key from a previous version.

Enter License Info
Enter your license information to unlock the licensed edition. See Buying Book Collector
8.1.8 Help menu

<table>
<thead>
<tr>
<th>Manual</th>
<th>Open the Help manual for Book Collector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started</td>
<td>Open the ‘Getting Started’ guide</td>
</tr>
<tr>
<td>Collectorz.com Website</td>
<td>Visit the Collectorz.com website</td>
</tr>
<tr>
<td>Customer Support</td>
<td>Visit the Support section of the Collectorz.com website</td>
</tr>
<tr>
<td>Check for Update</td>
<td>Check if there is a newer product version. See Update Book Collector</td>
</tr>
<tr>
<td>Your License Info</td>
<td>Display your license information. See Ordering Collectorz.com Products</td>
</tr>
<tr>
<td>Note: This menu item is only shown if your copy is licensed. If not shown, check the menu Buy</td>
<td>Enter license info and enter your license information</td>
</tr>
<tr>
<td>About</td>
<td>Display information screen about Book Collector. This is useful if you want to know the exact version and build number you are running.</td>
</tr>
</tbody>
</table>

8.2 Screens

Select one of the screens you wish to see a full explanation about. At the top of each screen you will find a link to a related task the screen is used in.

An overview of the screens:

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main screen</td>
<td>The main screen when starting up Book Collector</td>
</tr>
<tr>
<td>Add Books Automatically - Advanced screen</td>
<td>To add books using one single screen; search several books in one go</td>
</tr>
<tr>
<td>Edit Book screen</td>
<td>Edit book details</td>
</tr>
<tr>
<td>Edit Story/Article/Chapter screen</td>
<td>Add and edit contents of a book (chapters for example)</td>
</tr>
<tr>
<td>Print screen</td>
<td>To print lists of your books, full text or including cover images</td>
</tr>
<tr>
<td>Set filter screen (pro version only)</td>
<td>To search for books based on your own defined filter.</td>
</tr>
<tr>
<td>Column Field Selection screen</td>
<td>Select fields to be shown in the main screen list</td>
</tr>
<tr>
<td></td>
<td>Select fields that should be printed</td>
</tr>
<tr>
<td></td>
<td>Select fields for an export to HTML, text, or iPod.</td>
</tr>
<tr>
<td>Sort Field Selection screen</td>
<td>Select what fields the list should be sorted on in the main screen</td>
</tr>
<tr>
<td></td>
<td>Select what fields the printed list should be sorted on</td>
</tr>
<tr>
<td></td>
<td>Select what fields the export to HTML or text, or the re indexing should be done on.</td>
</tr>
<tr>
<td>Screen Description</td>
<td>Features</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Folder Field Selection screen (pro version only)</td>
<td>Select what fields should be used to group your books (e.g. on genre).</td>
</tr>
<tr>
<td>Manage loans screen (pro version only)</td>
<td>Keep track of your loaned books (Pro edition only!)</td>
</tr>
<tr>
<td>Field defaults screen</td>
<td>Set up default values for a number of fields when adding books to your collection.</td>
</tr>
</tbody>
</table>
| Statistics screen (pro version only)     | View and print details about your collection, such as average DVD price, average running time etc.  
|                                          | Make bar charts of your collection, showing the number of books per release year for example. |
| Text export screen (pro version only)    | To export your collection to a text file (which e.g. can be imported into Excel). |
| Html export screen (pro version only)    | To export your collection to html, ready to upload to your website |
| Options screen                          | To set program options such as image folders, backup options and Media Center options and more .. |
| Search settings screen                  | Set your preferences related to the online searches, what sources to use, how many crew members’ and actors’ names to download, where you prefer the covers from etc. |
8.2.1 Main screen

**USED IN TASK:** Getting Started - your first 10 clicks

This is the main screen of Book Collector. The blue dots identify sections of the screen. Descriptions are below:

1. **Menu bar** of drop down menus with Book Collector features.

2. List and Images tabs. Clicking on the List tab gives a spreadsheet-like listing of your books. The Images tab shows your books as a gallery of cover images. In this screenshot List View is selected. On the left side of the List View are icons representing the In Collection status of a book. These icons can be turned on/off through **Tools | Options**, General tab.

3. Contents of the List View which displays the books in your database. The view can be **sorted** using the column headers, and the columns can also be changed through the **Column field selection screen**. To select a book at random (useful to decide what to read :), press Ctrl+R.

4. Toolbar for quick access to Book Collector features. The toolbar can be **customized** so the most used features are positioned for your convenience.

5. **Detail View**, which provides detailed information about the currently selected book in your collection. The Detail View can be adjusted to different templates through menu **View | Details**.
View Template.

Navigation tree. This shows a hierarchical tree view of the collection. The list view (point 3) shows the child items of the currently selected item in the tree view. When you activate Folder View, the folders will appear in this tree.

Collection status icons.

In the main screen, you may notice not all book entries have the same book icon in front of the names in the list. An additional icon just before that book icon though is present. This icon reflects the collection status of the album. This collection status indicator can be turned off using the options screen and reflects one of the values of the "in collection" field as found on the edit screen.

Layout and status bar

The layout of the main screen can be changed by dragging the divider between the tree and the list (if any) and the divider between the list and the Details View. The center parts of the dividers (the parts with the small arrows on it) are small "buttons" that can be used to hide a section completely, click it again to make the section reappear. Note that you cannot drag the divider there.

Notice the bottom bar of the main screen, where you can see the total amount of books in collection, the number of selected books, and what sort of filter is set on the collection. This is a good way to check why certain books are obscured in the main list.

For more information about using the main screen, see Browsing your database.

For more information about using the main screen, see Browsing your database.

Related Topics
Folder View
Lookup Lists
Finding a book in your database
Book view and contents view

8.2.2 Add Books Automatically screen

USED IN TASK: Adding a book

Open the Add Books Automatically screen through the toolbar icon or through menu Edit | Add Book Automatically.
Buttons, checkboxes and icons

On the Add Book screen you will find the following buttons, checkboxes and icons

**Buttons**

- **Add to Queue**: Add an item to the search queue. If you do not want to search immediately but prefer batching a few books in a batch / queue.
- **Search Now**: Search the Collectorz.com online Book Database for the Title / Author / ISBN entered in the search boxes.
- **Search**: Search the items placed in the queue.
- **Add All**: Add all the results you have selected for every item in the search queue.
- **Add**: Add only the selected result for a book
- **Regions**: Will let you choose the region your books originate from; this will determine what sources will be searched on

**Checkboxes**

- **Show all**: Show all results of an online search.
- **Show Owned**: Show only those book results you already own / have in your database
- **Show Not Owned**: Show only those book results you do not yet own / you do not have in your database

**Icons**

To check if Book Collector can reach the online server. [Firewalls and proxy servers](#) can prevent this.
Settings to define what Book covers should be downloaded, as well as when you are behind a proxy server.

Open this manual.

Close the Add books Automatically screen

Find your barcode scanner; this can be the Flic laser barcode scanner or the Opticon OPN 2001. The Cuecat does not require this. For setting up other scanners, please check with the FAQ here.

Context Menu - Right click in the search queue

The Search Queue has a context menu that you can open by right-clicking in the Search Queue area. The context menu has commands related to Search Queue entries:

- **Edit Search Criteria**
  Change the Title, author and / or ISBN of an entry in the search queue

- **Search Selected**
  Search the info sources for just the selected entries in the Search Queue. Note that the search queue supports multiple selection.

- **Add Selected**
  Add the found results to the database. The 'Add Selected' is also an override option. It will add a book, even if it already exists in the database. The 'Add Selected' does not work if there are no results selected.

- **Add Anyway**
  Will add the selected search queue entry, even if no result was found

- **Remove Selected**
  Remove the selected entries from the Search Queue. To remove all the entries from the Search Queue, first use the 'Select All' command and then 'Remove Selected'

- **Reset Selected**
  Clear the search results for the selected entries, so that you can search for them again.

- **Select All**
  Select all search results from a search

Preview pane

The lower right corner of the screen is the Preview pane. A preview of the result information is shown if you click on the link in the Preview pane or by double clicking on the search result.

There is the option to change the Preview Pane XSL template. This is done by right-clicking in this region and selecting from the template list.

Message Log

The Message Log panel, at the bottom left of the screen, provides information about how the searching of info sources is progressing. If there are problems, red messages will appear there.

Related Topics

Add Books Automatically - using the queue
**Hints for Adding Books Automatically**
**Automatically updating books**
**Search settings screen**
**XSL Templates**

### 8.2.3 Edit Book screen

**USED IN TASK:** Editing a book

Open the Edit book screen. This can be done in 3 ways:

- clicking the Edit book icon in the toolbar
- through menu **Edit | Edit Book**
- by double-clicking on a book in the **List view**.

![Edit Book screen](image)

**Fields**
For a full description of what all the data fields are used for, see the data field explanation.

**Tips**
- For any date field, like Purchase Date, press the F4 key to enter today's date. For more shortcuts, see the shortcut reference section.
- In case you wish to add a (new) barcode, just use the scanner when the edit screen has opened. It will put the scanned barcode directly in the barcode field for that specific book.

**Buttons**
- On the edit book screen you will find several buttons

**Buttons on all tabs:**
- **OK** Close the edit screen, and go back to the main screen.
**Cancel** Close the edit screen, and go back to the main screen without saving changes made to the book. You can control using an option on the options screen, if you would like to be asked to confirm cancelling changes.

**Help** Open the manual, at the topic of the screen.

**Next and Previous** Navigate through your book collection without having to open the Edit screen each time. The active tab and field are remembered. The order of the books is determined by how they are sorted on the main screen.

**Update** Retrieve more data using the online info sources; see Automatically updating books.

**Buttons on the cover tab:**

- **Browse** Browse your computer for a cover image you would like to link to the book in your collection.
- **Clear** Clear a cover; this will only "unlink" with the book, and not delete the cover file from your computer.
- **Copy** Copy the cover image to your Windows clipboard
- **Acquire** Use an image scanner to scan a cover and link it to the book. Only available when an image scanner is installed on your computer.
- **Edit** Use the image editing program to edit the cover (defining the editing program can be done using the settings button)
- **Settings** A number of settings related to the location of your cover images, thumbnails and image scanner

**Icons per tab**

Across the different tabs of the edit book screen, you will find several icons.

### The Main tab:

- The first will add a value to the list of lookup items you click the icon for. In the text entry box for "genre" for example, type a new genre and click the add icon to have this new genre added.
- The second will bring you to the manage lookup list screen for the field you click this icon for.

- The first will capitalize the title you are using the icon for, see the capitalization tab to define the settings by which this should be done.
- The second will bring you to that capitalization tab so you can check, and alter the settings by which capitalization is done.

- The first will create a sort title according to the settings defined on the sort titles tab
- The second will bring you to that title sort tab so you can check, and alter the settings by which splitting a title into the Title sort part is done.

### The Credits and Characters (and main) tab

- To add a "person". What sort of person depends on where the button is used from..
- To change a person, making a drop-down available. Alternatively you can click directly on the name itself to invoke the drop-down.
- To edit a person's details.
- Note that changing a person's details will make that person appear with the new details for
all books he is "used" for.
To remove a person.
- Note that this will not remove the person's details as they are stored in the lookup list, but will only remove the reference to this person for the book you are editing.
To move a selected person up in the order.
To move a selected person down in the order.

Tip: for any date field, like Purchase Date, press the F4 key to enter today's date. For more shortcuts, see the shortcut reference section.

Contents
The contents tab is intended for adding stories, contents and chapters to the book entries in your collection.
See the edit contents screen topic

The Links tab
The Links tab is intended for linking to files outside of Book Collector. When links are created, the can be clicked from within Book Collector in the details view of the main screen. There are two types of links:

1. Online links
These are website links (URLs). The description will be shown in the Details View, and clicking on it will open the website in your web browser. You can drag & drop a URL from your browser to add a link. Alternatively, use the buttons as indicated in this table to manually add a URL. The buttons available in the "online" pane, are:
- To add a link to a website, such as such as http://www.michaelconnelly.com/
- To edit the selected link to a website (URL)
- To remove a selected URL
- To move a selected URL up in the order in which these are shown.
- To move a selected URL down in the order in which these are shown.
- To open a selected URL in your default web browser

Tip: When adding a link, you can first select and copy (using Control+V) an address from the address bar in your web browser. Adding a link using the add icon will then automatically fill the URL field of the screen that pops up.

2. Local links
These are links to files on your own computer. This is useful if you want to link to multiple images of a book, digital book files etc You may also drag and drop files onto this lower half to link the files directly. There are 3 types of local files, along with a few buttons to manipulate the values and references:
- To add a link to interior art files, images on your computer.
- To add a link to an eBook file. Windows file extensions will be used to start the proper program when clicking the link for such a filetype (pdf, txt etc)
To add a link to an Audio Book file. Windows file extensions will be used to start the proper program when clicking the link for such a filetype (such as MP3).

To add any other file link, using the file extension Windows will start the proper program.

To edit a selected link to a local file.

To remove a selected link to a local file.

To move a selected local file link up in the order in which these are shown in the edit screen, as well as the details view.

To move a selected local file link down in the order in which these are shown in the edit screen, as well as the details view.

To open a local file after selecting a defined file / link in the list, again using the designated program using Windows file associations.

**Note**: if local links are broken because the files have been moved to a different folder on your system, you can use the Update File Links function to fix them.

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### Related Topics

- Editing books
- Data field meanings
- Adding Images manually
- Automatically updating books
- List management
- Lookup Lists

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### 8.2.4 Edit Story/Article/Chapter screen

**USED IN TASK**: Adding contents to a book

Some books are compilations of stories or articles.

In Book Collector the individual parts of such books can be tracked. This screen can be accessed from the Edit book screen on the Contents tab. On that tab click the button to add a new chapter / story.

You can also open this screen through View | Contents View and double-clicking on an entry in the List view. Editing content within this screen is very similar to editing values in the Edit book screen. Many of the fields are shared.
Buttons

Previous and Next: Navigate through the stories without having to open the Edit screen each time. The active tab and field are remembered. The order of the books is determined by their sequence on the main screen. Note that when adding stories, only the next button will be available. The previous button will be displayed when editing existing stories (previously entered).

Tip: Press the F2 key in any lookup field, like Series, to add or edit the value.
Tip: Press the F4 key in any date field, like Purchase Date, to enter today’s date.

Related Topics
Adding contents of a book
Contents view
Book view

8.2.5 Link Books screen

USED IN TASKS: Updating books

When you have a book in your collection that was entered manually it means that this book has not been linked yet to the corresponding book in the online Collectorz.com Book database.

If you would like to have such a book compared with the online database (to download for example a previously missing back cover, or additional creditors for the book), you will first have to link this book. After linking, Book Collector will know which book in the online database your book corresponds to, and will be able to update the book in your collection.

You can access the link screen using the menu Tools | Link Books.
When using the menu **Edit | Update Book(s) Automatically**, and unlinked books have been selected, a pop up will also ask you if the link screen should come up to link such books.

The screen is split in
- a top half, representing the book in your collection (your issue)
- and a bottom half displaying the selected book of the online database (Collectorz.com Online Issues)

**Finding the correct (corresponding) online book**
- When the author and title of the book are enough to identify one book in the online database, it will automatically be selected. The ISBN is an even more accurate way to find exactly one book.
- If your naming is different from how books are named in the online database (which means likely no results will be found), you can right click the book in the top half ('your issue') and choose **Edit Search Criteria**. You can change the title, author and ISBN there and perform a new search. Note that the name you used for first entering the book in your collection will remain, despite you changing the search name here.

**Linking the books**
The **update** button can be used if you have selected an online result for each of the issues in the **Search results list**.

Once all books are linked, you can close this screen using the close button.
Note: If you prefer to have certain books unlinked from the online database, you can do so. Right-click the books in the main screen list view, and choose Unlink Book.

Related Topics
- Automatically updating books
- Linking books
8.2.6 Print screen

**USED IN TASK:** Printing

Book Collector provides a variety of controls for printing the contents of your collection. For a quick step-by-step description on how to print, see Printing.

The print controls are separated into a General and a Template tab. The layout of the printed report is defined by a "print template". The template defines how the printout should look.

### General tab

![Print screen screenshot](image)

**books to print**
- **All books**: for printing the entire list of books in the database
- **Selected books**: print only the books that have been selected in the main screen list. Note that you can use `<shift>` or `<control>`+click so make a selection of several books in the main screen.

**Print Type**
- **List**: Create a list of your books.
- **Thumbnails**: Create a list with thumbnails, miniature images of the bookcovers
- **Saved templates**: (pro version only) choose from a number of predefined print templates
- **Labels**: print to 3 pre defined Avery label formats. Easy for creating library cards or spine labels

**Sort Order**
- **Custom setting**: lets you define a customized sort order specifically for printing. Press the Edit button to bring up Sort field selection screen to indicate which sort fields to use.
- **Use main screen setting**: to apply the sort order you are already using to display your collection...
in the main screen.

Note: sort fields with a descending sort order are preceded by a ~ symbol.

List
Both in the list- as well as thumbnail print type, there are a lot of additional options you can set. These will show up in the larger List area on the right bottom half of the screen.

List and thumbnail settings:
- **Report Title:** The title of the print out as it appears at the top of the paper when printing.
- **Font:** The font style of the characters used
- **Size:** The character size
- **Color:** The color of the printed text
- **Include report creation date:** Will at the right top of the first page print the current date and time.
- **Save As Template:** (Pro version only) lets you save your settings into a template; you can later select this template by choosing the "Saved Templates" print type option

List specific settings
- **Columns:** You can choose which columns (fields) you would like to print; it will bring up the column field selection screen.
- **Include front cover thumbnails as column:** will use the first column of your print to print a miniature cover image
- **List type**
  - **Single Long List** will print uninterrupted, all pages will be filled to the end
  - **Paged List:** You can set the number of lines you wish to show on each page, after which new page will start
  - **Items per page:** you can set how many items you wish to list on one page, see the paged list option
  - **Enable Row shading:** when using the List layout, checking Row shading will make the individual lines standout by alternating dark/light shading in each row.

Thumbnail specific settings
- **Columns / rows:** Lets you choose how many columns and rows of miniature images you wish to print on each page
- **Show descriptions below thumbs:** Will print a book description below each thumbnail
- **Thumbnail background color:** Lets you choose the background color of the thumbnails

It is possible to create new templates yourself or edit existing ones. For more information about this, visit the Template Tutorial on the Collectorz.com website.

Print Preview
Opens the Print Preview screen that shows how your printout will look. In the Print Preview screen, use the toolbar at the top to navigate through the pages, zoom in or out, print the document or return to the Print screen with the Close button. Note that Print Preview shows a couple of pages, not the entire document. This is for performance reasons.

Page Setup
Opens the Page Setup screen where you can define which paper and margins should be used.

Printer Setup
Opens the Printer Setup screen where you can define which printer to use as well as most printer specifics.

- **Header and footer tab**
You can print a simple list of items using the **Customize Template** setting, or use more complex predefined layouts using **Select from list**.

---

**Header & Footer**

Defines text at the top and the bottom of each printed page. This section supports using HTML encoding. Here is a sample:

- `<b>&lt;center&gt;Page #page&lt;/center&gt;&lt;/b>`
- `<b>&lt;/b>` - **bolds** the text located within the tags
- `<center>&lt;/center&gt;` - orients the text in the middle of the page
- `#page` - inserts the page number

---

**Related Topics**

- **Printing**
- **Data field meanings**
- **Sort field selection screen**
- **Column field selection screen**
- **XSL Templates**
8.2.7 Filter screen

**USED IN TASK:** Searching with a filter

With a filter you can find specific books in your collection that fulfill certain criteria. The rest of the database is hidden while the filter is active. For a quick step-by-step description of setting up a filter, and a condition, see Searching with a Filter. This section is provides a full description of the functionality in this screen, as well as a few filter examples.

Open the Set Filter screen through menu Search | Filter | Create/Modify filter(s)
The left lists the conditions, where as the right pane will list your saved filters.

In plain English this means that the filter checks for:
- all books that have as format filled DVD (format equals DVD)
- for which the title should contain either "Star Trek", OR "Star Wars", or the book is defined as genre "Sci-Fi", or any combination of these three separate grouped conditions.

**Icons used on the set filter screen**

**Filter naming and saving presets**
To add and save a new filter.
To rename a selected filter.
To remove a selected filter.
To duplicate a selected filter.

Adding, grouping and removing conditions of filters

To add a condition (filtering rule) for the currently selected filter preset. Adding is done within the selected branch in the nesting of the conditions.
To remove the selected condition (filter rule) for a selected filter.

To alter the nature of your condition into the NOT counterpart. For example setting a single condition to filter "format equals DVD" would filter out all books that have the value "DVD" in their format field. Adding a NOT operator before this condition will filter all books that do NOT have the value DVD as format. Selecting a set of conditions using control + click allows you to NOT a group as whole.

Groups a number of selected conditions. For selecting more than one condition, use the Windows generic method of pressing and holding either the control or the shift key on your keyboard while clicking individual conditions. Grouped conditions show in the filter screen as indented, colored lines grouped by [ .... ] brackets. In the screen below, love and care belong to one group, while tender is one level up.

When you start making a filter, note that

- the **field** column allows you to make a condition on a field as found on the edit book screen
- **comparison** allows for a list of ways to make the condition compare, and
- **value** should contain the value that needs to be checked for.
- **Case sensitive** means you want to filter to take note of upper case and lower case text you may have entered as search **value**

If a **field** is a lookup list item, the **value** can be selected by using a drop down in the value column, or typed (which is auto-completed while you type). Start typing and the list will select the entry that matches as you type.

Combining conditions using AND / OR : some examples
If you use multiple fields for the filter, you have to specify how the conditions should be combined.

- Combining conditions is done with the logical **AND** and **OR**.
- Choose **AND** if you want to see all items that satisfy the (group of) conditions on both sides of the **AND**, choose **OR** if you want to see all database items that satisfy one or more of those conditions. Note that the logical **OR** means that (in this example) one or two of the conditions in the indented branch has to be true. Changing an **AND** to an **OR** (or the other way around) can be done by clicking the **AND** / **OR** word between two conditions.
- When two conditions are linked using **AND**, any following condition automatically is also used with **AND**. If you would like to **OR** instead, first group the two first conditions (see the icons section above).

### Some filter examples

**Example 1.** To group conditions, use `<control>`+click to select two or more conditions, and click the grouping icon ❌. Grouping will allow you to combine **AND** and **OR** conditions.

<table>
<thead>
<tr>
<th>Field</th>
<th>Comparison</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book.Author</td>
<td>equals</td>
<td>King, Stephen</td>
</tr>
<tr>
<td><strong>AND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book.Publication Year</td>
<td>greater than</td>
<td>2000</td>
</tr>
<tr>
<td><strong>AND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book.Format</td>
<td>equals</td>
<td>Hardcover</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book.Format</td>
<td>equals</td>
<td>Paperback</td>
</tr>
</tbody>
</table>

**Example 2.** As a final example, the grouping ❌ was used on a subset of the combined conditions to make a **NOT** group ❌. Use the explanation of the previous example to evaluate which sort of book will now fulfill the conditions.
Using the saved filters from the main screen

From the main screen, you can quickly enable and disable filters.

Use the funnel icon , which toggles a currently selected filter on or off. Which filter is currently selected can be seen by using the drop down next to the icon. It will have a green check in front of the selected filter:

Notes

- There is one exceptional field called [any field] which can only be used in combination with the comparison contains. It will check any of the fields to contain the text you enter in the value column.
- The value field supports searching with wildcards.

Related Topics

Find a book in your database
Creating a Search Filter
Searching with wildcards
Making Backups
8.2.8 Column field selection screen

**USED IN TASKS:** Customizing Book Collector, Exporting to HTML and Export to iPod

To select which fields should be displayed in the main screen, exported or printed you will have to use the Column Field Selection screen. The screen can be invoked from different places within Book Collector. Because the fields you prefer to use for your iPod-export are not necessarily the same as the ones you would like to print, you can name and save such field selections and the order in which they appear.

This list of presets will be stored, and visible from every column field selection screen in Book Collector.

For example: In the List view on the main screen, you can use the menu View | Columns | Choose columns to adjust which columns you would like to see and in what order on the main screen. The screen you will see appear will look like this:

![Column Field Selection Screen](image)

On the left is the list of available data fields to select from.

The following concerns the *Pro version* only. On the right you will see your saved column field selections.

- Just click on the add button to start defining a new saved field set, and after naming it in the right pane, check the fields you would like to be included for that set from the left pane. Alternatively, simply start checking / unchecking fields for an already selected set. These changes then take effect immediately without having to use a separate “save” action. Use the ‘drag and drop’ method on the fields in the left pane or the presets in the right pane to rearrange the order in which you would like to have the fields shown.
Icons on the column field selection screen

Filter naming and saving presets

- To add and save a new column field selection set.
- To duplicate a selected set.
  Convenient if the selected fields to be assigned of a next set match the ones for an existing preset, so that only a few minor modifications will have to be made to complete the duplicate
- To rename a selected preset.
- To remove a selected preset.

Basically this same screen comes up at different parts of Book Collector, where ever column fields can be selected.

In the export to text screen, using the fields button will show the screen like this:

It is the same screen with the same functionality of saving field selection settings. When using
- an export to html
- an export to iPod and
- the print screen
you will see the bar appear similarly

Note: presets carry over to every part of Book Collector where the column field selection screen can be invoked from.

Related Topics

- Browsing your database
- Exporting data to HTML
- Exporting data to text format
- Exporting to PDA/iPod/XML
- Printing
- Making Backups
8.2.9 Sort field selection screen

**USED IN TASKS:** Customizing Book Collector, Exporting to text, Exporting to HTML, Re assigning the index values and Printing

Like the column field selection screen, the sort field selection screen also appears from different parts of Book Collector. Its function is to let you define the fields on which to sort. This can be on the main screen, when printing or exporting).

**Tip:** To sort on a single field, you can click on the column header of that field in the List view. If you want to sort on multiple fields however (sorting on one field, and if more than one book exists for that field start sorting on a second), you need to use the Sort Field Selection screen.

From the main screen you can use menu View | Sort Order | Choose Sort Fields to go to the following screen:

![Sort Field Selection - Publication year](image)

On the left is the list of available **data fields** to select from for each saved field set.

The following concerns the **Pro version** only.
On the right are your **saved field sets**.

- Just click on the **add field set** button ![add field set](image) to start defining a new saved field set, and after naming it in the right pane, check the fields you would like to be included for that saved set from the left pane. Alternatively, simply start checking / unchecking fields for an already selected saved field set. These changes take effect immediately without having to use a separate "save" action. Use the **drag and drop** method on the fields in the left pane or the saved field sets in the right pane to rearrange the order in which you would like to have the fields and saved sets shown. You can control **ascending/descending** by clicking the little **a-z symbol** between the checkbox and the field name.
### Icons on the sort field selection screen

<table>
<thead>
<tr>
<th>Filter naming and saving presets</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /> To add and save a new field set.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /> To duplicate a selected saved field set. Convenient if the selected fields to be assigned of a next saved set match the ones for an existing saved set closely, so that only a few modifications will have to be made to complete the duplicate.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /> To rename a selected saved field set.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /> To remove a selected saved field set.</td>
</tr>
</tbody>
</table>

You can control **ascending/descending** by clicking the little **a-z symbol** between the checkbox and the field name.

Basically this same screen comes up at different parts of Book Collector, where ever column fields can be selected and preset stored from:

![Sort Field Selection for printing](image)

The sort field selection screen available from the print screen. When using:
- an **export to text**
- an **export to html** and
- the **re assigning of the index value**
you will see the bar appear similarly.

⚠️ Re indexing your database (using **tools** | **maintenance** | **re-assign index fields**) can also be done according to a certain sort field selection. This re indexing can not be reversed, so be careful when using this option.

**Note**: these presets carry over to every part of Book Collector where the sort field selection screen can be invoked from.

### Related Topics
- Browsing your database
- Exporting data to HTML
- Exporting data to text format
- Exporting to PDA/iPod/XML
- Printing
8.2.10 Folder field selection screen

**USED IN TASK**: Browsing your database

On the folder view selection screen, you can define ways to have your collection grouped. Grouping is possible on so called lookup list items, which are fields that share their value across database entries. An example of such a field would be the 'Genre' field, which can be selected from the same array of values for every book.

To access the folder field selection, use the menu **View | Folders | Choose folder fields**

You will see the following screen appear:

![Folder Field Selection - Genre / Format](image)

On the left is the list of available data fields to select from for each saved field set. What follows concerns the **Pro version** only. On the right are your saved field sets, by which your books will be grouped.

- Simply click on the **add field set** button to start defining a new field set, and after naming it in the right pane, check the fields you would like to be included for that saved set from the left pane. Alternatively, simply start checking / unchecking fields for an already selected and existing saved field set. These changes take effect immediately without having to use a separate “save” action. Use the **drag and drop** method on the fields in the left pane or the saved field sets in the right pane to rearrange the order in which you would like to have the fields and saved field sets shown.

**Icons on the folder field selection screen**

**Filter naming and saving presets**

- To add and save a new field set
To duplicate a selected saved field set. Convenient if the selected fields to be assigned for a next saved field set match the ones for an existing saved set closely, so that only a few modifications will have to be made to complete the duplication.

To rename a selected saved field set.

To remove a selected saved field set.

Once a folder view is activated, an alternative way to invoke an other folder view is to click in the area where (here) 'Genre' is mentioned from the main screen.

Note: Grouping can be nested, meaning grouping can take place within a group. For example, for each genre you can further group on for example the format of the book.

Related Topics
Browsing your database
Managing lookup lists
Column field selection screen
Sort field selection screen
8.2.11 Manage Loans screen

**USED IN TASK**: Loaning books

The Manage Loans screen manages all outstanding and previous loans. You can loan and return books from there, search the loans, and print out the list of loans. It can be accessed through the toolbar icon or the menu Loans | Manage Loans. The following dialog will appear:

![Manage Loans dialog](image)

This displays a list of the loans of the books in your database.

**Loan Settings**

Through menu Loans | Loan Settings the default loan period can be adjusted. This is the number of days after which a loaned book becomes overdue.

**Icons on the manage loans screen**

- Edit the loan details of a selected loaned book
- Return a book
- Removes the loan entry for a book. This effectively means the book was not loaned out.
- Displays the entire loan history
- Lists all books that are currently loaned out
- Lists the books that are overdue
- The Quick Search function for loans. Type a text in the edit box to search the list of loans. Click the funnel icon to turn the search filter on or off. The statusbar at the bottom shows which filter is active, if any.
- Print out a simple list of the information currently shown in the loan manager screen.
- Open the manual regarding the manage loans screen.
- Close the manage loans screen.

You can use the Collectorz.com barcode scanner to loan or return books in this screen. When you scan a barcode, the program checks if it is currently loaned or not.
There are several possibilities:

- It is not loaned out: The Loan Book screen is opened to register the loan.
- It is loaned out: The book is returned and the return date is set to today.
- The book cannot be found: A message informs you of this.
- There are multiple copies of the same barcode in the database: the barcode is used as a filter so that you can manually select which action to take.

Related Topics

Loaning books
Barcode scanning
Lookup lists
8.2.12 Field Defaults screen

When adding a new book to Book Collector, a number of its fields can automatically be set to a default value. This is useful if the field always has the same value and you don't want to enter it manually every time (e.g. personal fields like the Owner field).

Open this screen through menu **Tools | Field Defaults**:  

![Field Defaults screen](image)

- If you **Add a book automatically** the data field values provided by the info sources may **override** the Field Default settings. This is true for fields: Genre, Release Year, Country, Format, Release Year and Language. The personal fields will keep the field default settings you define in this screen.
- Field default values are not directly added to the lists, only after a default value has actually been used upon adding a book will this new value be added to the list. For example, defining a default value "new genre" for genre will not show up in the genre list in the **edit book screen** until a book was added for which this default value was actually used.

**Related Topics**
- Add Books Automatically - using the queue
- Data field meanings
### 8.2.13 Statistics screen

**USED IN TASK:** Viewing collection statistics

This screen is available through menu **Tools | Statistics**. It provides summary information about books in the database. On the right side of the Statistics screen are numerical values related to the book listing.

![Statistics Screen](image)

The main portion of the screen is a graph. It displays histograms related to the data field specified. Only lookup lists can be displayed on the graph. You can select which field to display in the graph with the folder icon in the top-left-hand corner.

#### Icons on the statistics screen.

- **Folder Icon:** To select what field you want to use to display a graph of
  - orders the x-axis entries by **count**.
  - order the x-axis entries by **name**.
- **Chart Icon:** prints out the current graph.
- **Star Icon:** applies the filter set through the menu **Search | Set Filter** screen. The graph will then only consider entries that are permitted by the search filter.
- **Book Icon:** selects **book view**. This sets the lookup lists available via the folder icon to those available on book level.
- **Contents Icon:** selects **Contents View**. This sets the lookup lists available via the folder icon to those available on contents level.

#### Related Topics

- View collection statistics
### 8.2.14 Text export screen

**USED IN TASK:** Exporting to text

A text export is the simplest form of exporting the information in your database. Once the export file is created it can be viewed in Notepad or any other word processor type application. The Export to Text function writes Book Collector data to an ASCII (standard text) file, one item per line, enclosing all fields with a text qualifier character and separating the fields with a delimiter character.

Open the Export to Text screen through menu File | Export to | Text.

The text export can be read by spreadsheet programs like Microsoft Excel. This is done by using the file extension `.csv` (Comma Separated Values).

<table>
<thead>
<tr>
<th>Settings</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination File</td>
<td>To specify the exported file name and path</td>
</tr>
<tr>
<td>All books or Selected books</td>
<td>To set whether to export the entire collection or to export only the records that are currently selected in the main screen. Note that you can select multiple items using either <code>shift</code>+<code>click</code> or <code>control</code>+<code>click</code>.</td>
</tr>
<tr>
<td>Sort Order</td>
<td>Allows you to set the sort order in which the records should be exported.</td>
</tr>
<tr>
<td>Delimiter</td>
<td>is the character that will be exported between the fields (sometime also called the field separator).</td>
</tr>
<tr>
<td>Text Qualifier</td>
<td>is the character that encloses all fields in the export</td>
</tr>
<tr>
<td>Line Break Replacement</td>
<td>is used for keeping records on one line; otherwise line breaks would cause the item to continue on the next line, which usually is not what you want in ASCII exporting.</td>
</tr>
</tbody>
</table>

The text export can be read by spreadsheet programs like Microsoft Excel. This is done by using the file extension `.csv` (Comma Separated Values).
Include Field Names on First Row

Check the checkbox to make Book Collector include an extra first row in the export file that holds the field names. A number of applications (like Microsoft Excel and Microsoft Access) can use this information.

Buttons

- Export: Will perform the text export, using the settings of this screen.
- Cancel: Will cancel the export, no file will be created.
- Fields: Lets you choose which fields / columns to export.
- Help: Will open this manual section.

The preview pane section gives a sample of what the export will look like.

Related Topics

- Exporting data to text format
- Data field meanings
- Sort field selection screen
- Column field selection screen

8.2.15 HTML export screen

**USED IN TASK:** Exporting to HTML

HTML exporting allows you to create a website that displays your collection in a web browser. There are two kinds of pages: **index** pages that show an overview of your collection, and **details** pages that show detailed content for one book. These pages are created with the HTML language using two templates: one for the index, and one for the details pages.

Open the HTML export screen through menu **File | Export to | HTML**.

General Tab
Books to export
The HTML export can be done for the entire list of books or a partial list. For a partial list, the books first need to be selected in the List view of the main screen. To select individual books, click on them while holding the CTRL key. If the List view has a partial list, you can also use Edit | Select All.

List Type
There are three types of index page layouts.

- **Single Long List**: Create one index page for the entire list.
- **Paged by First Letter of Title**: Create multiple index pages, one for each letter of the alphabet:

```
| Other | 0-9 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | Z |
|       |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| First | Previous | Next | Last |
```

- **Paged List**: Create multiple index pages. The Items per Page number determines how many books are listed on each index page. For Paged Listing, navigation links will be added to the top of each index page. The navigation can be **Alphabetical** which gives an index based on how the list is sorted. For example, if sorted by title, it will give a range of which titles appear on which page, such as:

```
|---|----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
```

There is also navigation by **Page Numbers**, which displays a list of index pages by page number,
such as:

For both navigations there are also links for First, Previous, Next and Last pages.

**Destination**
Here the export directory is chosen, along with the index file name. All the HTML files, stylesheets and images are placed there.

There is the option to **Overwrite existing Detail pages** and image files each time the export is done. If unchecked, only new pages will be made and thus updating the website will be faster.

**Sort Order**
The Sort Order setting allows you to set the sort order in which the records should be printed. Choose 'Custom setting for printing' if you want to define a customized sort order specifically for printing. Press the 'Edit' button to bring up **Sort field selection screen** to indicate which sort fields to use. Choose 'Use main screen setting' to apply the sort order you are already using to display your collection in the main screen.

Note: sort fields with a descending sort order are preceded by a ~ symbol.

There is the option at the bottom that once the export is done, the results can be opened in a web browser. This is useful to check that result is what you expected.

---

**Index Template tab**

![Index Template tab](image_url)
The Export to HTML feature uses XSL templates to define the layout and look of the exported HTML pages. For the Index page, you can export a simple list of items using the Custom List Template setting, or use other list layouts by Selecting a Template from the list.

**Customize Template**

The Custom List Template feature lets you export a simple list of your items, with a configurable field set. Use the 'Edit' button to change the template settings. You can choose the fields that appear as columns in the list, Column field selection screen.

If you want to keep this layout for later use, click on 'Save in Template List' button and the generated template will appear in the Select Template list with the Description you entered.

**Report Title** - specify the title of the index page.

**Font** - adjust the character style

**Size** - control the character size

**Color** - adjust the color of the HTML text

**List Layout** - creates a layout similar to a spreadsheet. Row shading can be added along with small thumbnail images. The data fields included are controlled through the Fields button.

**Thumbnail Layout** - shows books by their front book covers. The number of columns can be adjusted, along with background thumbnail color. Also a description can be added.

**Select from list**

Book Collector comes with a number of ready to use list templates for the Index page. You can select one of the included templates by choosing the "Select Template" setting and then selecting a template from the drop down list. The generated HTML index page is called index.html and is located in the destination folder. If the template uses a CSS stylesheet it will be copied there as well. Note: this feature is not available in the Standard edition.

Read more about XSL Templates.
Use the **Create detail pages** checkbox to activate the creation of detail pages. One detail page is generated for every exported book. Select the template you want to use for the detail pages with the 'Template for detail pages' dropdown box. This template describes the layout of the HTML page, and which fields are shown. The name of the generated page is *[id].html*, where *[id]* is the value of the ID field of the book. The pages are located in the **details** subfolder of the destination folder.

More user defined templates can be found in our online [Template Gallery](#). It is also possible to create new templates or edit existing ones. For more information about this, visit the [Template Tutorial](#) on the Collectorz.com website.

**Copy images to destination folder**: Place the cover images used by the exported webpages in the **images** subfolder of the export destination. This is useful if you want to upload the website to an internet server, without breaking the links to the images. If you choose yes, then the addressing with be relative. If not chosen, then the addressing includes the full file path on the computer you're on.

**Scale down images larger than**: Exported images sizes can be controlled here. This is useful if you have very larger images on your system which would be too slow if they are viewed over the internet.

### Related Topics

- Exporting data to HTML
- Data field meanings
- XSL Templates
- Sort field selection screen
- Column field selection screen
8.2.16 Options screen

The Options screen is accessible through menu Tools | Options. It provides a variety of general controls and settings for Book Collector.

**General tab**

**Ask for confirmation when removing items**: Display a Yes/No confirmation screen when you remove a book from the database. This is useful to prevent accidental deletions.

**Ask for confirmation when cancelling in data entry screens**: Display a Yes/No confirmation screen when you cancel the Edit book screen. This is useful to prevent accidental discarding of editing you've done.

**Show Names as "Last Name, First Name"**: Controls the display for Lookup List names within Book Collector. The software displays the last name first if it is provided, e.g. "King, Stephen". If this option is disabled, it displays as "Stephen King".

**Show "Collection Status" Indicator in List**: Display a small icon in the left-most column in the list view that indicates the value of the Collection Status field.

**When double-clicking a book in the list** ...
- **Edit it**: Will open the edit screen of a book when double clicked
- **Show its stories**: Will show a book's stories / contents when double clicked instead of editing it.

**Auto Increment Index**: When a book is added to Book Collector an Index value is assigned. This feature increments the Index value for each book added.
**Next Index:** controls which is the Index value next assigned to a book added. This can be useful if you are grouping books by index and want to assign a range of numbers to a specific group.

**User Templates Folder:** XSL templates can be downloaded from our website. Book Collector will look inside this folder for templates. It is not overwritten when a new version of Book Collector is installed.

**Activate Flic scanner when program starts:** If you have a Flic/Collectorz.com barcode scanner, activate it immediately when Book Collector starts. This makes it ready for scanning without having to use the Tools | Initialize Flic scanner menu.

### Check for Update tab

**Automatically Check for Update:** Set the frequency of automatic checking with the Collectorz.com webserver for a newer version of Book Collector. When enabled, this check is always performed at program startup. See [Updating Book Collector](#)

**Proxy Info:** Set the settings for your proxy server, if you need one to connect to the internet. When using Book Collector from a company computer / network, incorrectly setting the proxy, or not setting it will cause Book Collector to not be allowed to go outbound onto the internet.

### Backup tab
Automatically backup collection: When Book Collector starts up it will create a copy of the active database file and place it in the Backup folder. The format of the file name is "Backup of <current filename>.bkc".

Notes
1. This function only copies the database itself, not cover art files, and files linked to the database through the files on the links tab of the edit book screen
2. This function can only write to writeable drives like hard disks or USB sticks, for which your user account used to log in to Windows has rights to write in. For CD-Rom backups you need special backup software like Nero BackItUp

Images tab
Default Folder for Image Files: When cover images are downloaded from the info sources, this is the folder where they are stored. The default value is Documents\Book Collector\Images for Vista and My Documents\Book Collector\Images for other Windows versions.

Resolve image filenames at startup: If this control is turned on, Book Collector will try to fix the links to image files when it starts up. This means it will search your Default Folder for Image Files specified above to see if it can find the filenames. This is useful if you access the same database from multiple computers.

Default Folder for Thumbnail Files: Location of thumbnail files. They can be automatically generated from the original image files. The default value is My Documents\Book Collector \Thumbnails.

Multi-threaded Thumbnail Viewer: The main screen can be set to display cover images of your collection via menu View | Images. The performance of this view can be enhanced with this option. If there are problems with the Image view, try turning this off.

Image Editing program: the program used for editing images (link to the executable, *.exe). This option connects with the 'Edit' button in the Edit book screen, on the Pictures tab. A great program for image editing is Paint Shop Pro.

Image Scanner: Choose the correct loaded driver to work with your scanner. This is useful if you want to manually scan your covers.

Scale down scanned images if height exceeds: Sometimes the image files you've scanned yourself can be quite large. This option lets you set a maximum height to reduce the file size and improve Book Collector speed.
In Book Collector, there are a few areas where there is a Capitalization button to capitalize content.

Through this option screen you can control how the capitalization is performed.

There are radio buttons for choosing how you would like text to be capitalized in the auto capitalization method area (left top). Most are again self explanatory. Where the options have a reference to the exceptions, the list on the right will be used to deviate from the rule.

For example, the option checked, **First Letter of Each Word With Exceptions** will capitalize every word found in a title (separated by the space), except if that word exists in the user configurable list shown in the list of exceptions on the right.

This table will list a brief explanation of those options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UPPER CASE</strong></td>
<td>When set, all letters of every word of a title will be converted (if necessary) to an upper case character.</td>
</tr>
<tr>
<td>lower case</td>
<td>When set, all letters of every word of a title will be converted (if necessary) to a lower case character.</td>
</tr>
<tr>
<td>First letter only</td>
<td>Will convert the first letter of a title to upper case.</td>
</tr>
<tr>
<td>First letter only with Exceptions</td>
<td>Will convert as the previous option, unless an exception is applicable to the title.</td>
</tr>
<tr>
<td>First Letter Of Each Word</td>
<td>Will convert every first character of each word in the title.</td>
</tr>
</tbody>
</table>

Exceptions must match entire words. Matching is case insensitive. Exceptions are applied from the top to the bottom of the list. Checked items are capitalized when found at the start of a title.
First Letter Of Each Word with Exceptions: Will convert as the previous option, unless an exception applies to the title.

AutoCap Book/Section when adding albums by Searching Info Sources: This option will apply the capitalization rules when you add books using the Add Books Automatically screen (Wizard or Advanced).

AutoCap Book/Section Titles as you type: This option will apply the capitalization rules as you type data manually into the Add/Edit screens.

The add exception button brings up the following screen. There is the option to 'Uppercase the first letter when Title starts with this phrase'.

The other buttons will:
- edit a selected capitalization exception
- remove a selected capitalization exception
- move a selected capitalization exception up
- move a selected capitalization exception down.

Note that these settings will apply to book titles (edit book screen), and contents just like the title sort options.

Title sort tab
Here you can define, in what way a title that is entered into your collection needs to be split up for it to get sorted properly.

Consider a title such as “The budget kit”, a book by “Judy Lawrence”. If you sort on book title, you probably prefer it to show up under the “B” of “Budget” rather than the “T” for “The”. For this, Book Collector will have to define the “Title sort” field.

Every word you see defined here, followed by an [enter], will be used to check the book titles against. This holds for books added using the add book(s) automatically screen. If a book starts with any of the words set in this pane, it will be split automatically into the “Sort title”, making sorting easier and customizable. In case you are using the add book(s) manually way to add a book, the reference list will only be used if the generate sort title button is used in the edit screen. You can add or remove words as you prefer.

Note that these settings will apply to book titles (edit album screen), as well as contents titles just like the capitalization options.

**Related Topics**
- List management
- Updating Book Collector
- Making backups of your data
- Making backups of your data
- Adding Images manually
- Barcode scanning
8.2.17 Search Settings screen

This screen is for controlling options relating to adding books automatically. Open this screen with the ‘Settings’ button in the Add Books Automatically screen.

Main tab

Proxy Settings

These settings need to be filled in if your computer is behind a proxy server. Proxy Servers are often found in an office environment or large computer network. If you’re using Book Collector at home, there is a good chance that no information needs to be entered here.

Automatically close screen when Search Queue is empty

Normally, the Add Books advanced screen stays open after adding the last item to the collection, which allows you to add new searches immediately. In some cases, it may be preferable to have the screen close automatically when the search queue is empty, e.g. if you are adding your books one by one.

Edit Items after Add to Collection

This opens the Edit book screen after a book has been added to the database. This only works if you’re adding one book at a time.

Automatically update scripts

For most Info Sources Book Collector uses external Perl scripts to parse search results and full result details into your local database. When a website changes its layout, these scripts need to be updated. That is why Book Collector automatically downloads new script updates from our web-server, the first time you search. In general, you should never uncheck this setting. Only uncheck it if you are modifying / customizing the Perl scripts yourself and want to prevent Book Collector from overwriting your changes. Our forum is a good place to get tips on such changes, there are existing forum topics available concerning altering Perl scripts.
Download price data
Will download a cover price if this information is available

Play sound after scanning barcode
Book Collector will create a sound when a barcode is successfully scanned using the Collectorz.com barcode scanner. This is useful because sometimes when scanning barcodes, the laser isn't able to read the code on the first pass.

Download front cover if available
Check this option if you want front covers downloaded.

Download back cover if available
Check this option if you want back covers downloaded.

Regions tab

On this Tab you can check the regions you wish Book Collector to search on. This will determine which libraries and databases will be searched on. It is recommended to match the region most of your books come from.

Related Topics
Add Books Automatically - using the queue
Hints for Adding Books Automatically

8.3 Multi-user support and read-only mode

Book Collector is network-enabled. This means multiple people can open the same database, however only one person can make changes to it (called writable mode). All others will have the database open in read-only mode.

To share a database, you must place it in a shared folder on a computer in your network. Make sure that all computers and users have sufficient rights to access this folder.
When opening a database that another user is working on already, a notification will indicate that you may open the database, but cannot edit it. Your toolbar and menus will be adjusted to ensure that no actions can be performed that would change the data. When you open another database in writable mode, they will automatically switch back to enable editing again.

You can force Book Collector to always open in read-only mode, regardless of whether the database is already open. See Forcing read-only mode for more info.

Note 1: The trial edition of Book Collector does not support read-only mode. If a database is already opened by another user, it cannot be opened by the trial software.

Note 2: You may not open the same database twice with the same license key. This is a violation of the License Agreement.

If you encounter a situation where Book Collector incorrectly prevents you from opening a database, see The lock file on how to fix this.

### 8.3.1 Notifications

When you open a database that is already open by another user, you will receive a notification about this.

- The message below will be shown if you try to open a database which you are not allowed to edit because another user has already opened it for editing, and you are using a trial version of Book Collector.

![Message](image)

- The following message will be shown if you try to open a database which you are not allowed to edit because another user has already opened it for editing. In this case, the editing rights are assigned to a person on the computer called 'HJVMVISTA'. In this case, you can browse the database, but make no changes to it.

![Message](image)

- If you open a database with the same license key already in use by another person on that same database, this message below will be displayed. Book Collector will start up normally, but the database file will not be opened. Since this situation is not allowed according to the License Agreement, and you will require additional licenses for the setup being used on your network.

![Message](image)
8.3.2 Forcing read-only mode

You can configure Book Collector to always run in read-only mode. This prevents accidental changes to the data, and is mostly useful for ‘browsing’ environments like in a library or store. When you enable this mode the lockfile will be ignored and any database you open will be set to read-only mode.

There are two ways to do this:

1. Run the installer with a /readonly parameter, e.g. `bookcollectorsetup.exe /readonly`. This writes a flag in the Registry during installation to enable read-only mode.
2. Manually set the key in the Registry. Using the Registry Editor, create a key called ReadOnly (DWORD) in the section `HKEY_CURRENT_USER\Software\Collectorz.com\Book\Settings`, called ReadOnly. Setting this registry key to 1 will force a read-only mode on that specific workstation.

Delete the ReadOnly DWORD key to enable writable mode, or set its value to zero.

If you are not familiar with editing the Registry, we recommend that you do not use this method.

**Note 1**: You cannot change this setting from within Book Collector itself, to prevent the person using it from turning it off.

**Note 2**: You cannot set this flag for a specific database; only for a specific user account.

8.3.3 The lock file

A locking mechanism prevents that more than one user can edit a database. This is done with a lock file. Each database has its own lock file. For a database named `My Collection.bkc`, the lock file is named `My Collection.bkclck` and is located in the same folder. The lock file is only present while at least one user has that database open.

The contents of this file is managed by Book Collector; you should never manually edit it.
If you are getting a notification that another computer is already using the collection and you may only open it in read-only mode, and you are certain this is not the case (e.g. because you only have one computer), do the following to fix this:

1. Click OK on the notification and open the collection in read-only mode
2. Select Tools | Maintenance | Reset Lock File on the main menu.

This will switch the collection to writeable mode.

If the lock file has become corrupted in some way (e.g. because of a computer crash or disrupted network connection), do the following:
1. Close Book Collector on all computers that have access to the database.
2. Delete the lock file.

**Related Topics**
- Multi-user support and read only mode
- Forcing read-only mode

**9  Miscellaneous**

This chapter has several reference topics.

**An overview of the miscellaneous topics:**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data field meanings</td>
<td>An overview of all fields used on the tabs of the edit book screen.</td>
</tr>
<tr>
<td>Lookup lists</td>
<td>A full explanation how these shared lists are used in Book Collector.</td>
</tr>
<tr>
<td></td>
<td>How to merge list values (if by accident for example 20008 was entered for some release year instead of 2008)</td>
</tr>
<tr>
<td></td>
<td>How such lists are related to the way Book Collector sorts.</td>
</tr>
<tr>
<td>Sorting properly</td>
<td>Sorting on title, people's names and more</td>
</tr>
<tr>
<td></td>
<td>Correct seemingly out of place books when sorting.</td>
</tr>
<tr>
<td>Folder views for grouping</td>
<td>Group books for a better overview</td>
</tr>
<tr>
<td></td>
<td>Group books within groups (grouping in grouping)</td>
</tr>
<tr>
<td>Barcode scanning</td>
<td>Reference and setup help on the barcode scanners that can be used with Book Collector</td>
</tr>
<tr>
<td>Hints for adding books</td>
<td>How to get better search results, use barcode searching and merge results from the info sources</td>
</tr>
<tr>
<td>Shortcut keys</td>
<td>A list of keyboard shortcuts you can use when working with Book Collector</td>
</tr>
<tr>
<td>XSL Templates</td>
<td>What is a template, where is it used and how can you use it to customize views and prints.</td>
</tr>
</tbody>
</table>
9.1 Data field meanings

In this section are the explanations for each of the data fields found in the Edit book screen. They are grouped by the tab on which they appear.

Note: you do not need to use all the fields; if you don't know what a field means or see no need for it, just leave it empty.

### Main

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title of the book</td>
</tr>
<tr>
<td>Title Sort</td>
<td>Body of the book title. This relates to sorting of books. For example with the book 'The Wizard of Oz', the title sort should contain 'Wizard of Oz'. See Proper sorting.</td>
</tr>
<tr>
<td>Sub Title</td>
<td>Extended portion of a book title, for example Ghost Rider: Travels on the Healing Road</td>
</tr>
<tr>
<td>Format</td>
<td>Physical media of the book, for example hardcover, soft cover or ebook</td>
</tr>
<tr>
<td>Publisher</td>
<td>Company that published the book, such as McGraw.</td>
</tr>
<tr>
<td>LoC Classification</td>
<td>Library of Congress classification number. To learn about other book catalogue systems.</td>
</tr>
<tr>
<td>Publication Date</td>
<td>Date field for when the edition you have was produced for your region or perhaps when a book was released on hardcover or paperback.</td>
</tr>
<tr>
<td>Collection Status</td>
<td>Status of a book in the database. The options are: Not In Collection, Wanted, In Collection, for Sale and on order. Use the 'Wanted' value to track books you want to add to your collection but do not have yet.</td>
</tr>
<tr>
<td>Quantity</td>
<td>Number of copies of a book. If you are regularly loaning books, it is best to make a separate entry for each of the books loaned out so you can loan them out individually.</td>
</tr>
<tr>
<td>Index</td>
<td>Number identifying the book. The index value is automatically assigned when a book is added to the database. It is an increasing numerical value. This can be useful for tracking physical books. The next index value can be controlled through menu Tools</td>
</tr>
<tr>
<td>Nr of Pages</td>
<td>Total number of pages in the book.</td>
</tr>
<tr>
<td>Author</td>
<td>The name of person or persons who wrote the book.</td>
</tr>
<tr>
<td>Genre</td>
<td>Categories that describe the type of book content. You can create your own Genre entries to suit how you want to organize your books. To learn more, Classifying books.</td>
</tr>
<tr>
<td>Subject</td>
<td>The subjects mentioned in the book. To learn more: Classifying books.</td>
</tr>
<tr>
<td>Country</td>
<td>The country in which this issue of the book was released.</td>
</tr>
<tr>
<td>Language</td>
<td>The language of this edition of the book.</td>
</tr>
<tr>
<td>Dewey</td>
<td>The Dewey number for the book. To learn about other book catalogue systems.</td>
</tr>
</tbody>
</table>

### Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Series</td>
<td>Many books are chapters of a story. If they are associated, this can be entered here. For example &quot;Lord of the Rings&quot;</td>
</tr>
<tr>
<td>Issue Nr.</td>
<td>For a book that is part of a series, the sequence number of that issue.</td>
</tr>
<tr>
<td>Edition</td>
<td>Version of a book, for example Anniversary edition</td>
</tr>
<tr>
<td>First Edition</td>
<td>Check box field to mark if the book is the first time it has been printed.</td>
</tr>
<tr>
<td>Printing</td>
<td>The number of the printing run of this book edition.</td>
</tr>
<tr>
<td>Printed By</td>
<td>Name of the company that printed the book</td>
</tr>
<tr>
<td>Paper Type</td>
<td>Type of paper used to produce the book.</td>
</tr>
<tr>
<td>Dimensions</td>
<td>Physical dimensions of the book measured in millimeter units. There is a Height and Width field</td>
</tr>
</tbody>
</table>
Extras | Here you can track special aspects about a particular book. For example if it has been autographed.
Original Title | Original-language title of the book (for books that have been translated)
Original Subtitle | Original-language subtitle
Original Publisher | Publisher of the first original-language edition
Original | 
Publication Date | Publication date of the first original-language edition
Original Country | Country of the original edition
Original Language | Language of the original edition

■ Personal
Purchase Date | Date the book was purchased
Purchase Price | Amount paid for book. Prices are shown in the currency defined by the regional settings of your system.
Current value | Present value of a book
Store | Where the book was purchased from
Condition | Physical state of the book (e.g. 'mint', 'near mint' and 'poor').
Owner | Person who owns the book
Location | Physical location of the media (e.g. 'bookcase 1, shelf 3').
Rare | Checkbox to track if this book is scarce
Dedication | If the book has been dedicated, here you can entered the written note.
Rating | Your evaluation of the book. It follows 5 star rating, with the possibility of half stars
Times Read | Track how often you have read the book
Reading Date | Enter the date that the book was read
User Text 1 | Unassigned field that be used in a manner you wish. It is for tracking information that doesn't fit in other data fields. Text fields are best for data that is normally unique for each book, like Title.
User Text 2 | Second user-definable text field
User Lookup 1 | Unassigned field that be used in a manner you wish. It is for tracking information that doesn't fit in other data fields. Lookup fields are best used for data that has repeated values. You can rename this field via menu Tools | Field Names.
User Lookup 2 | Second user-definable lookup field
Tags | A list of personal tags you can use to describe the associations the book has for you.

■ Credits & Characters
Credits | Capture people that were involved in creating the book along with the author, for example Illustrator. There are 7 roles: Translator, Cover Artist, Editor, Illustrator, Ghostwriter, Foreword Author and Photographer.
Characters | Characters in the book story.

■ Contents
Contents | Some books are a compilation of articles or stories. In this screen you can capture information about these parts. Click here to learn more about Contents.

■ Plot & Notes
Plot | Description of the storyline of the book.
Notes | Personal remarks about the book.
9.2 Lookup lists

Lookup lists are an important element of a Book Collector database. See Managing Lookup lists for a quick introduction.

They are very useful because:

- It saves you a lot of typing: once a value has been entered in the list, you don't have to type it, you can just select it from the list.
- All occurrences of the field value use exactly the same spelling and case, simply because they are stored in the database only once. This also ensures that grouping and filters work correctly: if a different spelling would be used for several occurrences of the same director, the books of that director would be spread over several groups when grouping on director!
- It saves disk-space and (computer) memory, for the same reason as mentioned above; all values are stored in the database only once.

Lookup lists are a managed through menu Tools | Edit Lists. The following example screen is for Author names.
Using the folder icon you can access the different lookup list items of Book Collector.

**Sort names**

A lookup list value / name can be broken down into parts. For people such as they appear in the Creators list: **First Name, Last Name**.

This is done using the Edit button. This brings up the **Edit Credits** screen:

- Use the Generate buttons to try to automatically populate the First- and Last Name from the Display Name. The Generate buttons may not always work correctly if the name has a unique form.
or has multiple parts.

- Once a name is broken down Book Collector will sort by the **Sort name**. The Sort Name field shows how Book Collector will treat a name if sorted alphabetically (see the section on **Sorting properly**). The Display Name field shows how a name will be displayed in Book Collector. There is the option to display Lookup Lists by Display name or Sort Name, depending on the option ‘Show Names as Last Name, First Name’ in the **Options screen**. The Display Name cannot be empty.
- Some of the lookup lists have extra data fields associated. For example, authors have an URL field. This can be useful to link to a webpage about the author. For example you can link Stephen King to http://en.wikipedia.org/wiki/Stephen_king. Depending on the selected template, the lookup items will appear in the **Details view** as clickable links which is convenient when you're viewing your database of books.

### Removing list items

- Removing a lookup item is only possible if not one book is referring to it any more, in other words the **Used count** shown in this screen is zero. The used count is a column viewable in the Edit lookup list screen, to the right of the columns shown in the above example of the Creators list. An alternative to removing an entry is to use the Merge feature (see below).

- You can also use the button to let Book Collector automatically select all items that are not in use. Just use the Remove button afterwards to remove all selected items. The **Auto Re-sort** option indicates that the lookup list will be automatically resorted after editing a lookup item, so that the changed item is shown in the correct position.

### Merging list items

Over time, duplicate entries with similar (yet not identical) names may appear in the lookup lists. For example, different versions of a country (value) such as "U.S.A." and "USA". This can be fixed using the **Merge** feature. Merging means that multiple values are combined into one, and all books referring to them are changed to refer to the remaining item.

- **To merge**: select the (multiple) lookup items you want to merge into one (by using **CTRL** +clicking), and then select the Merge button. The entry with the **highest Used value** will remain while the others will be merged into it.
- Alternatively, you can right-click on one of the selected items (selected using **CTRL +clicking**) and select **Merge selected to** from the context menu opening up upon the right click to manually choose which item should remain.
Quick way to change lookup items
A quick way to change which lookup items a book uses, is by dragging & dropping on the main screen. For more information, see Folder View.

Related Topics
List management
Proper sorting
Folder View
XSL Templates

9.3 Sorting properly
Sorting your books is a task you will most likely do daily.
This is why a specific reference section is devoted to sorting, and how it is done.

Sorting on title
When sorting books in the list view by title, you may see books that seem out of place.
Let's start with an example book: The Shack (a book by William P. Young)

You may see it sorted under T instead of S. Book Collector can solve this, by breaking down a title into the Title sort part. You will find this field on the edit book screen. If you fill Shack into this field, Book Collector will sort the book using this field, so under the S.

Book Collector has a setting where you can define, what starting words (articles) you would like to be handled this way automatically. That way, when you add books (automatically or manually) the Sort title field will automatically be filled properly. See title sort settings to control what already should be split automatically (topic: Title sort tab).

If you already have books in your collection that are not sorted properly, changing the articles will not affect the book in your collection. As described above, you can type the Sort title directly, or use the button on the edit screen to fill the sort title field based on the set of articles you have defined.

You can also use the menu Tools | Edit Lists to generate Sort Names for many other fields. For more info, see List Management.

Note: it is not necessary to enter the Title Sort for all books: if left empty the Title value will be used instead for sorting. If the Title sort field IS filled, it will override the Title as sorting field.

Sorting on (people's) names (creators, characters)

When sorting on names, make sure Book Collector has the correct information on a person's first and last name.

First, check how the names you are seeing are listed. See the menu Tools | Options, where there is an option called Show sort names for lookup items. If checked, the main screen (tabular list) will show the sort names.

Second, use the edit book screen. As you can see below, when clicking the edit button for an author, you can see if he is only known under a display name, or also by a first- and last-name. Click the left Generate button and his first- and last-name will be filled in correctly.

You can also use the menu Tools | Edit Lists to generate Sort Names for many other fields. For more info, see List Management.

Sorting on more than one field

You can sort on more than one field (e.g. first on release year, and within each year on title)

Sorting on a single field can be done by clicking on the column header of a field in the tabular list view in the main screen. See the section on Finding a book. However, one single sorting field may not be sufficient for somewhat larger collections. Suppose you wish to sort on publication year, but have so many books for each year, that you would prefer to list them alphabetically on title within each year. For this, you can use the menu View | Sort Order | Choose Sort fields. A screen will come up where you can define the fields you wish to sort on.

For more information also check with the Sort field selection screen.

Sorting on index.

The index value and how to use it when sorting

The index you see in the main screen list is a number that is assigned to each book automatically. You can override this by using the menu Tools | Options, where you will find a settings called 'Auto increment index'. If turned off, no longer will books get a new number assigned when you enter them into your collection.
• The index can be re assigned (so every book gets a new value). For this, see the Sort Field Selection screen.

• If you have deleted a book from your collection, you can also manually change the index of any book to fill the gap. Just use the menu Edit | Edit book and enter the index directly. An index value no longer in use (of a deleted book) will not be used again automatically.

Sorting on when the book was entered into your collection.

Two ways to sort your collection based on when the book was entered into your collection

• First, it is possible to use the date you enter a book into your collection automatically to be the purchase date. For this, use the menu Tools | Field Defaults. Using either one will allow you to later make sorting on the date of entry convenient.

• You can also use the database field ID. This field is a simple number, which is always higher for a book that was entered after an other. So choosing View | Sort Order | Choose Sort Fields, and assigning ID as field will sort the database chronologically (on time of entry).

Related Topics

Browsing your database
List management
Lookup Lists
9.4 Folder view for grouping

The Folder View is a fun and powerful way to view your book collection, grouping it dynamically on one or more fields. The menu View | Folders provides a listing of predefined folder views. If you choose Genre for example, Book Collector will display a set of folders based on the list of genres that are known in your collection.

- Each genre folder will include books within that genre.
- If a book has multiple genres, it will be listed in all of them.
- If a book does not have a genre, it ends up in the [None] folder that will then appear in the tree of folders.

To switch folders on or off, use the Show Folders toolbar icon.

- In the predefined folder list, you may notice that its possible to have nested folder views. For example Publisher / Series will list Publisher folders and within each folder the books will be grouped on series.
- There is a Choose folder fields folder option (Pro version only), where you can select a folder view based on one or more data fields, using saved field sets. Folder view only works with Lookup List items.
- There is the option to have the folders display number of books contained within. E.g. 'Action (12)' means there are twelve books that have as genre 'Action'. You can set this numerical indicator through the Options screen, and it is called 'show counter in tree folders'.
- A quick way to change the folder view is by clicking above the folder view. A drop-down list will appear to select a different view:
Notes:
- By clicking on the little ‘+’ icon in front of a folder (group) it will unfold to show the contents, which can be either books or more folder (sub)groups.

Drag and drop to assign new lookup list values
The folder view can be useful for reclassifying books. This can be done by drag & drop of books between folders. By default, dragging a book to another folder replaces the existing values for the field on which the books are grouped at that time (so for the field chosen as folder view field). If a lookup field can have multiple values, like the Genre field, hold down the Ctrl key when starting to drag to add the new genre to the selected book.

Notes on using drag and drop between folders:
- When dragging to the [None] folder, all values will be cleared if you do not hold Ctrl. If you do hold Ctrl, only the current value will be removed and any other values will be kept.
- This only applies to fields that can have multiple values, like genre. For other fields, the current value is always replaced by a drag and drop action.

By default, the Folder View only shows folders for lookup items that are in use, i.e. only non-empty folders are shown. The Show Empty Folders option (in the View Menu) makes empty folders appear too. This is useful when you want to drag and drop a book to another folder while the destination folder is still empty. For example, you are rearranging your books over the genres and have added a few new genres for this. In the default view, you cannot drag books to the new genres because they are empty and thus hidden. By enabling "Show Empty Folders" you can make them appear and drag books in them.

Folder values that are not used yet by any book
By default, the Folder View only shows folders for lookup items that are in use, i.e. only non-empty folders are shown.

The Show Empty Folders option (in the View Menu) makes empty folders appear too. This is useful when you want to drag and drop a book to another folder while the destination folder is still empty. For example, you are rearranging your books over the genres and have added a few new genres for this. In the default view, you cannot drag books to the new genres because they are empty and thus hidden. By enabling "Show Empty Folders" you can make them appear and drag your books in them to set this new genre for the books.

As you are entering your collection you may want to classify your books by your own categories. Also
you may want to classify the books by different types of categories. For example you have a book that you have classified with Genre "Super-Heroes". Suppose you wish to further classify the type of Super Hero involved according to its "Powers". You can then use hierarchical folder grouping to break down books in the genre "Super Heroes".

**Hierarchical View**

For each book there are three Lookup Lists that can be used for classifying: Genre, User Lookup 1 and User Lookup 2. You can rename the User Lookup fields through the menu Tools | Field Names, to have a more appropriate name than "User Lookup 1". In the example below, the field was renamed to "Powers"

Once you have classified your books by multiple categories you can use the Folder view to display your books as grouped, and nested categories. Here is an example of a book within nested categories, using the menu View | Folders | Choose Folder Fields.

**Related Topics**

- Lookup Lists
- Customizing Book Collector
- Edit book screen
9.5 Cataloguing and classification systems (e.g. ISBN)

There are a number of widely used systems for cataloging books. In Book Collector there are fields for tracking the classification number used by systems.

**ISBN**

The International Standard Book Number (ISBN) is a system that is used internationally to catalogue books. It is a reference number used by many websites to search for a book, for example Amazon.com. Quite often the ISBN is encoded as a barcode found on a book's outside or inside cover. Book Collector supports both 10-digit and 13-digit ISBNs. If you're using a barcode scanner make sure to scan a ISBN number and not a UPC code. More info: [ISBN](#).

**Dewey**

The Dewey Decimal Classification (DDC). This is a system used by many libraries within North America to organize books. This classification number can be retrieved on the online database. Make sure you have set your region to United States. More info: [Dewey](#).

**Library of Congress**

The Library of Congress is the world's largest library located in Washington DC, USA. It has three systems of classifying books. The most widely used one is the Library of Congress Classification (LCC). The number is stored in the LoC Classification data field and can be retrieved from the online database, and as with the Dewey make sure to set the United States as region. More info: [LCC](#).

**UPC**

Universal Product Code is an international number that is meant to track unique products. It can be sometimes found on books. It is not possible to search the online info sources using the UPC code.

**EAN**

European Article Number is a universal code system that includes book cataloging. EAN codes for books start with 978. It is a 13 digit code, which contains a 10-digit ISBN code. As a result Book Collector can search info sources using the EAN code. More info: [EAN](#).

**Lexile and other reading level classifications**

There are many classifications related to reading levels. Book Collector does not retrieve such information automatically, but you can use Book Collector to keep track of such classifications. Just enter it manually using the Edit Book screen.

You can for example use the tags field on the personal tab to enter the reading level. Once done, use the menu View | Folders | Tags to group your books on reading level.

9.6 Hierarchical classification

As you are entering your collection you may want to classify your books by your own categories. Also you may want to classify the books by different types of categories. For example you have a book about Britain during World War II. This book could be classified by Country (Britain) and by Wars (World War II). This type of classification can be accomplished with Book Collector.

For each book there are four Lookup Lists that can be used for classifying: Genre, Subject, User Lookup 1 and User Lookup 2. A book can have multiple genres and subjects.

- **Genre:** This is meant to track the high-level contents of the book, for example science fiction or biography.
- **Subject:** Here you can record what topics are covered in a book.
- **User Lookup fields:** Using the User Lookup fields you can implement your own classification of books.
Creating a hierarchical view
Once you have classified your books by multiple categories you can use the Folder view to display your books as grouped, and nested categories.
Here is an example of a book within nested categories, using the menu View | Folders | Custom.

Note: In this example, the field "User Lookup 1" was renamed to "Subject subcategory" using the Field name customization function.

Related Topics
Lookup Lists
Customizing Book Collector
Edit book screen

9.7 Linking books
In the tasks related to updating books, you will regularly see the term link and linked books. But what does this linked / unlinked actually mean?

The online database.
Consider our online Collectorz.com Book database. It contains many books, each of which is unique:
- A combination of Title, Author and ISBN will refer to one specific book, and there should not be two identical entries.

Every one of these unique books in our online database has a unique index number, which just runs from 1 to many.

**A book in your collection.**

Now consider a book that you have entered into your personal collection, and suppose this book was entered manually.

In that case, Book Collector does not have the required index number (see the table above) to be sure what book you are referring to. So if you would update that book, Book Collector does not know for sure which online book corresponds to your issue. In order to update, it needs to know this, and will ask you to confirm what book you would like to link to before updating.

**Note:** If you prefer to have certain books unlinked from the online database, you can do so. Right-click the books in the main screen list view, and choose Unlink Book.

**Related Topics**
- Updating books
- Adding books automatically
9.8 Barcode scanning reference


Most books have an ISBN barcode printed on them. This encodes a 10- or 13-digit number that uniquely identifies the book.

You can use barcodes for two purposes:
- Searching info sources with a unique number
- Locating a book in your collection.

Searching info sources

You can use a barcode scanner when adding a book to the collection. This is much faster and more accurate than typing the number manually.

See the topic Adding books by scanning barcodes for more information.

Locating a book

To locate a book in your collection, select the Quick Search box on the toolbar, and scan its barcode.

Supported scanners

- **Collectorz.com laser scanner**: the Collectorz.com barcode scanner is supported directly; the driver is installed when you install Book Collector. Using the scanner on a USB port requires you to additionally install drivers for the cable. See the Collectorz.com website for more information. This scanner is sometimes referred to as the Flic scanner.

- **CueCat**: Both modified and unmodified CueCats are supported. You do not need any drivers, Book Collector can decode the data itself. It can be plugged in to the USB port, and is ready for use. The section below to initialize is for the Collectorz.com barcode scanner only.
Other scanners: any barcode scanner that can function as a 'keyboard wedge' can be used. You usually need to install driver software for this, which should be delivered with the scanner.

Collectorz.com Scanner Setup and use

Setting up the scanner
1. Insert three fresh AAA batteries in the scanner.
2. Press the scanner's button and verify that it emits a red laser beam.
   No beam? Check the Trouble Shooting Guide.
3. Now scan a barcode and verify that the scanner beeps and the green light blinks.
4. No beep or blink? Check the Trouble Shooting Guide.

Connecting the scanner to your computer

Serial port connection
1. Use the included cable to connect the scanner to a free serial port on your computer.
   Your computer does not have a serial port? Please read the section below about using a USB connection.

USB connection
If you do not have a serial port on your computer, you can connect your Collectorz.com scanner to a free USB port using a Serial-to-USB adapter cable:

1. Please visit our Buy Now page to buy a Serial-to-USB adapter cable.
2. Install the driver software that you can download from the Book Collector download page (at the bottom).
3. Connect the scanner to a free USB port on your computer, using the cable that was included with the scanner and your new Serial-to-USB adapter cable.
Using the Collectorz.com barcode scanner in Book Collector

1. Select Initialize Flic Scanner from the Tools menu.
2. After a few seconds, Book Collector should report "Your Flic scanner has been activated successfully. Would you like to activate it automatically next time you start the program?". Choose Yes here.
3. Do you get the message "Your Flic scanner could not be detected." instead? Check the Trouble Shooting Guide.
4. Scan a barcode. Book Collector should now read the barcode and will search your database for the barcode.
5. If it is found, that item will be selected. If it is not found, the Add Books Automatically function will start with the scanned barcode already entered.

Using the scanner in other software

If you want to use your Collectorz.com scanner in other software, you can do so by installing the Scanner Wedge software. Scanner Wedge will make your scanner emulate keyboard input, which will allow your scanner to be used in any program or text box that accepts keyboard input.

Note: currently Scanner Wedge is available for Windows only.

Here's how to install and configure Scanner Wedge:
1. Download the Scanner Wedge installer here: scannerwedge.zip
2. Unzip the download file
3. Run setup.exe to install.

To use the Collectorz.com scanner in any program, run Scanner Wedge from the Start menu (Programs / Scanner Wedge / Scanner Wedge). The scanner will function as a keyboard emulator while Scanner Wedge is running. Please see the User Guide for more detailed usage instructions.

The Cuecat scanner functions as a keyboard wedge on itself, but the data it passes on is not merely a barcode. It is an coded version of the barcode, and can therefore not be used on its own in other Windows applications.

Scanner hints - Collectorz.com- and Cuecat barcode scanner

How to scan - Hints

The Collectorz.com laser barcode scanner will have arrived with a leaflet explaining what the best way to scan is.

Basically, the best way is at a slight angle (not at 90 degrees towards the barcode), at a distance of around 4 inches (approx 10 cm).

For the Cuecat scanner, there is no such leaflet. Therefore some basic tips for scanning using the Cuecat scanner.

- Hold the CueCat reader between your thumb and forefinger like a pen or pencil. Place the nose of the CueCat on the left side of the code, but not within the code itself.
• Align the cat's "paws" with the bottom of the code. Tip the CueCat forward so that the nose is also in contact with the surface of the item.
• Move the CueCat reader smoothly from left to right across the code in one fluent motion. Remember to keep the reader in contact with the code throughout the swipe for an accurate reading.

If the barcode does not show up in Book Collector, swipe in a back and forth motion for another try, moving the Cat a little more up the barcode, away from the bottom.

**Note**: The USB CueCat reader includes a standby or "sleep" feature. After a period of inactivity, the light on your CueCat reader goes out and then flashes periodically. When you point the CueCat reader at an object, it lights up again and is ready to use. If not, just hold your finger over the light until it comes on solid. The light must be on solid before you scan.

### Related Topics
- Adding books using barcodes
- Add Books Automatically - Advanced Mode
- Hints for Adding Books Automatically

### 9.9 Hints for Adding Books Automatically

The following sections give tips and background information for adding books to your database automatically. This applies to the **Add Books Automatically** screen.

**Searching by Barcode**
The most accurate and quickest way to find your book is to search by barcode. If there is a result, it is usually exact. This means you don't need to go through the search results choosing which book is yours. Book Collector will automatically select the result if there is exactly one.

Another benefit of searching by barcode is that Book Collector can use the title information from the barcode result to search the remaining info sources. This is useful because some sources cannot be searched by barcode, only by title.

The barcode or **ISBN** (International Standard Book Number) is a unique identifier for the book you have. It does not contain information about the book such as title, it is a label for the specific version of the book you have. For example sometimes books are sold as anniversary editions or paperback, etc.

The easiest way to enter a barcode is by using a barcode scanner.

**Check Connection**
If you get error messages in a red color during a search, the most likely cause is an issue with your internet connection. To test this, press the **Check Connection** button on the first page of the Wizard, or the globe icon in the Advanced mode screen. This should result in a message: "Connection OK". If not, please see the online FAQ for more information.

### Related Topics
- Add Books Automatically - Using the queue
- Automatically updating books
- Barcode scanning

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9.10 Book view and Contents view

Book Collector can display both the books in your collection, as well as the individual stories or articles (called 'content') on the main screen.

**Book View**

In Book View, the main screen shows books in the left-hand tree. You can activate it using the button on the toolbar or menu View | Book View. In Book View, the tree on the left shows a structured view of your database. The top item in the tree represents the database itself (here called example.bkc), whereas the items below it represent the books and contents in the database, possibly grouped in folders (e.g. Author folders, in this screenshot no folder mode is set).

When selecting a book in the tree, any contents of the book created on the Contents tab will be listed on the right as can be seen here.

The fields you can select via View | Columns are those fields that apply on the book level.

**Contents View**

In Contents View the tree shows individual sections, independent of the book they are in. This view allows you to find stories in your collection without knowing exactly in which book they occur. You can activate the Contents View through the button or the menu View | Contents View. In this view, either a list is shown full width of the screen of all Contents added, or a tree is shown on the left. The representation depends on whether or not a folder view is set.

The fields you can select via View | Columns are those fields that apply on the contents level.

**Note:** Contents view is only useful if you have manually added contents via the Edit book screen.

**Related Topics**
Main screen
Contents tab in the Edit book screen
Browsing your database
9.11 Shortcut keys

Some actions have been assigned to a (combination of) keyboard keys.

**Main screen**

<table>
<thead>
<tr>
<th>Key Combination</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl+F</td>
<td>Quick Search</td>
</tr>
<tr>
<td>Ctrl+Alt+F</td>
<td>Toggle filter on/off</td>
</tr>
<tr>
<td>Ins</td>
<td>Add Book Automatically</td>
</tr>
<tr>
<td>Shift+Ins</td>
<td>Add Book Manually</td>
</tr>
<tr>
<td>Ctrl+Enter</td>
<td>Edit Book</td>
</tr>
<tr>
<td>Shift+Enter</td>
<td>Edit Multiple Books</td>
</tr>
<tr>
<td>Ctrl+ &quot;+&quot;</td>
<td>Auto adjust column widths to minimum required size</td>
</tr>
<tr>
<td>Ctrl+Ins</td>
<td>Duplicate Book</td>
</tr>
<tr>
<td>Ctrl+U</td>
<td>Update Book Automatically</td>
</tr>
<tr>
<td>Ctrl+A</td>
<td>Select all books in list</td>
</tr>
<tr>
<td>Ctrl+R</td>
<td>Select random book</td>
</tr>
<tr>
<td>F5</td>
<td>Refresh folder view</td>
</tr>
<tr>
<td>F1</td>
<td>Open Helpfile</td>
</tr>
</tbody>
</table>

**Edit Book screen**

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2</td>
<td>Edit value (only for lookup fields)</td>
</tr>
<tr>
<td>F4</td>
<td>Enter current date (only when cursor is in a date field)</td>
</tr>
<tr>
<td>F8</td>
<td>Clear field (only when editing multiple books)</td>
</tr>
</tbody>
</table>

9.12 XSL templates

XSL Templates are XSL files defining a layout and look for showing, printing or exporting items in your collection. They are used in 3 different situations in the Collectorz.com programs:

- **Details View**: This is the lower right part of the main screen, where it shows a nice graphical view of the information of the currently selected item. XSL templates are used to define the look of this part of the screen. Right-click the Details View to select a different template.
- **Printing**: When printing lists of items, XSL templates are used to provide you with multiple different report layouts to choose from.
- **Exporting to HTML**: With the HTML exporting features you can quickly create nice looking webpages listing your items, each item linking to a separate "detail" page about that item. The look and feel of these webpages are defined by XSL templates. The Export to HTML screen lets you choose from different templates for both the list and the details pages.

**Creating your own templates**

A selection of templates are included with Book Collector, so that you can choose which look suits you the best. But you can also create your own templates, either from scratch or by modifying existing templates. This gives you even greater control over the way you want your items to look.

Want to know how to create your own templates? Read our XSL Template Tutorial.

If you create a cool template, please contact us through Support and we may make it available on the website or maybe even include it in the next release of Book Collector.

**Using templates created by other Book Collector users**

If you don't want to go through the trouble of creating your own templates, you might want to take a look at this list of templates created by other Book Collector users.
Here's how to use one of these templates in Book Collector:

- Close Book Collector
- Click the download link to download a zip file containing the XSL template and other files.
- Unzip the zip-file and place its contents in the following folder:
  - Windows (other than Vista)
    \My Documents\Book Collector\Templates\n  - Windows Vista
    \Documents\[your account name]\Book Collector\Templates
  - Mac:
    ~/Library/Application Support/Book Collector/Templates

Make sure you preserve the folder structure in the zip file ("Use Folder Names" option in WinZip), and check the readme files most downloadable templates will have included in the zip file.

- Start Book Collector. The new template will now show up in Book Collector. Note that the type of the template (view, export or print) determines where it shows up in Book Collector. So a view template can be found back under the menu View | Details View Template, a print template in the File | Print screen, and HTML export templates in the menu File | Export to | HTML.

**Related Topics**
- Main screen
- Printing
- Exporting data to HTML

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