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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 book data (Publication year, author, cover image, cover price etc...) will be automatically downloaded from various sources on the internet, including Amazon.com, Barnes & Noble, Library of Congress and the national libraries of many countries.

Book Collector is part of the Collectorz.com™ series of collection managers. This series includes software for cataloging your CDs, DVDs, and books.

Get Started Now
To get up and running as quickly as possible, please read the Getting Started topic. We also have other forms of customer support.

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 Getting Started

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 the program.
The books in the database are displayed in a flexible screen:
The software comes with an example database so you can get a quick overview of the features of the program. Feel free to play around with it by selecting different books to see how the main screen changes.

Now that you know something about the main screen, let’s add a book!

**Adding a Book**

The first thing you want to do, is start adding your own collection! Start by clicking on the toolbar icon

Add Book or selecting the menu Edit | Add Books Automatically....

**Step 1:** Select whether to use the author, title or ISBN to search on. Click Continue.
Step 2: Type the title and / or author you wish to search for and click **continue**.

Step 3: Select which sources you wish to perform the search on. Click **Continue**.
Step 4: The following screen displays the search results found on Amazon US. Scroll through the list to find the book you have and select it by clicking on the radio button. Double-clicking on the search result will show the result in the Preview pane on the right. This helps you to determine which result is the correct one. Clicking on the **Continue** button will display search results for each of the info sources used. Click **Next** until the book is added to the database.

Step 5: Once all the selected info sources have shown their results, click the **Continue** button to add the book. You’ve just added your first book to the program! The next step in learning more about Book Collector is to read about the following common tasks: Editing Books, Browsing your database, and Printing.
Read the section Add Books Automatically - Wizard for more detailed information about the wizard you just used.

### Recommended reading for basic program operations
- Browsing your database
- Finding a book in your database
- Managing lookup lists

### 3 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 we can guarantee a response within 24 hours.

### 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 require more than one license for Book Collector, please visit the volume license order page. You can also use our support forms on the web site.

Book Collector is available in Standard and Pro editions. The following chart explains the differences:

<table>
<thead>
<tr>
<th>Standard Edition</th>
<th>Pro Edition</th>
</tr>
</thead>
<tbody>
<tr>
<td>No export features</td>
<td></td>
</tr>
<tr>
<td>Print simple lists only</td>
<td></td>
</tr>
<tr>
<td>No loan management</td>
<td></td>
</tr>
<tr>
<td>Export to HTML, iPod, Text and XML formats</td>
<td></td>
</tr>
<tr>
<td>Print lists and other layouts (includes user created templates)</td>
<td></td>
</tr>
<tr>
<td>Integrated Loan Manager</td>
<td></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 the software this limit is removed. Any data you enter in the trial edition will remain available.

Buying Software
When you place an order through our website, we automatically process it and send out a license email minutes after receiving 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.

If you haven't already, download the program from our website, here. You can download the trial edition; once the software is installed, enter your license to unlock the full edition. Do this through the menu Buy - enter license info. Entering the license will convert the program into the Standard or Pro editions depending on what you purchased.

License Validation
This is the Enter License screen:

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" won't 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 sometimes happens when copying and pasting).

The Book Collector software will contact our website to validate the software. You must be connected to the Internet for this to work properly. If you're using a computer that doesn't have internet access, please contact Support and we can assist you.

**Related Topics**

**Support**

5 **Common Tasks**

The topics in the 'Common Tasks' section describe how to perform some of the most common things 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.

For less common tasks - i.e. things you don't need to know immediately to get started with the program - please see the Advanced Tasks section.

You can find background information about menus, screens and fields in the Reference section.

5.1 **Adding Books Automatically - Wizard**

Book Collector makes it quick and easy to create a database of your book collection. You can search online for information, so you don't have to type everything yourself. Book Collector downloads data from multiple info sources (online databases) providing rich detail on each of your books, often including cover art.

There are two screens for adding books: the Add Book Wizard screen and the Add Books (Advanced Mode) screen. We recommend to use the Wizard screen at least a few times before switching to the Advanced Mode. This will help you familiarize with the process and understand the way books are added by combining information from multiple sources.

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

**Step 2:** Select whether to use the author, title or ISBN to search on. Click Continue.
Step 3: Type the title and/or author you wish to search for and click **continue**.

**Step 3**: Select which sources you wish to perform the search on. Click **Continue**.
Step 4: The following screen displays the search results found on Amazon US. Scroll through the list to find the book you have and select it by clicking on the radio button. Double-clicking on the search result will show the result in the Preview pane on the right. This helps you to determine which result is the correct one. Clicking on the Continue button will display search results for each of the info sources used. Click Continue until the book is added to the database.

Step 5: Once you reach this screen, the book has been added to the database. Any field defaults will also have been applied.
You now have three choices:
- **Stop searching online**: Close the wizard and return to the main screen.
• **Do another search**: Go through the wizard again to add another book.
• **Edit the Book**: Close the wizard, and open the Edit Book screen to make changes to the book you just added.

The **Advanced** button switches the wizard to the Add Books (Advanced Mode) screen.

The **Settings** button opens the Search Settings screen where adjustments can be made to the searching and downloading of data from the info sources.

**IMPORTANT**: Don't add books to the sample database (named Example Collection.bkc). The demo database is removed when you uninstall Book Collector and may be overwritten if your re-install or update it. Always create a new database (File | New) before adding your own books. When you set up a new database, the program will ask you to save it once the first book has been added. You can recognize which database file you are using because its written in the menu bar in the main screen. For example, in the screen below the database filename is 'Henk-Jan.bkc'.

**Related Topics**
- Add Books - Advanced Mode
- Barcode scanning
- Editing Books
5.2 Editing books

Step 1: To edit a book, double-click on the entry in the List view, use the toolbar icon Edit Book, or select from the menu Edit | Edit Book. This opens the Edit Book screen:

Step 2: Navigate screens: the Edit Book screen is divided into tabbed sections. Click on the tabs along the top of the screen to access different sections.

Step 3: Edit text fields: The information in these fields can be added/edited by clicking your cursor in the proper area and entering the text you want.

Step 4: Edit lookup fields: Some of the data fields are called lookup fields. They have values that are used many times over, such as the genre field. These values are kept together in a list, called a lookup list.

The lookup fields have an auto-complete function. Start typing a value and a drop down list will
appear to match the entry you are typing. You can also scroll through the list manually. Note that the drop down lists in the Edit screens always show the sort names of the lookup items.

To add a new value, just type it in. For example, to add a new release year just type the value ‘2007’ in that field.

For fields that can have multiple values, like the Genre field, click the checkboxes to indicate which genres apply. Using the menu Tools | Edit lists you can manage these lookup lists.

**Step 5**: Under the tab Personal, there are data fields related to personal details about books in your collection. For example, you can note the value of the book (Current Value) or assign your own rating.

The **Tags** field can be used as a free text area, where each line (using the Enter key on the keyboard as separator) is a lookup item in the Tags list, and can thus be used for grouping in the folder view.

**Step 6**: Some books are a compilation of stories or articles. Information about the separate parts can be tracked under the Contents tab. 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.

**Step 7**: Book Covers: on the Pictures tab you can manage the cover images for a book. The cover images are stored separately from the database and linked through the Picture File path shown. You
can change the cover by using the Choose button to select another image.

See the Edit Book screen reference topic for information about the Episodes and Links tabs.

**Related Topics**
- Edit Book screen
- Automatically updating books
- List management
- Lookup Lists
- Folder view for groupin
- Adding Images manually
- Data field meanings

### 5.3 Browsing your database

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

**List view**

On the left side of the main screen all books in the collection are listed in a spreadsheet-like listing.
Use the scroll bar, on the right of the list panel, to move through your list.

To sort the collection, click on the column heading you want to sort by. The little triangle in the picture next to the column header "title" indicates the sorting is currently done on title, ascending.

To change the displayed data fields, use the menu View | Columns. To learn more, click here.

**Image view**

A nice feature of Book Collector is the ability to browse through your books as a gallery of cover images.

Go to menu View | Images to see this.

The slider control above the thumbnails adjusts the display size of the covers. Use menu View | List to switch back to the list view with columns.

**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.

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, 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 (genre) folder to see the contents.

The Folder view can be turned off through menu View | Folders | Hide Folders. To learn more about the Folder view, click here.

Note: Folder view only displays your data differently, the data itself is not changed nor moved. It is grouped according to the values you have entered for each book.

See the edit book screen.

Related Topics
Finding a book in your database
List management
5.4 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.

List view 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').

**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 Genre, within the Genre on Author and within the Author on Year. This is done through menu View | Sort Order which brings up the Sort field selection screen.

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

List view 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,
entering 'c' will
select the book
'Cell'. Then typing
'u' will select 'Cujo'.

**Note**: for
Incremental
searching on more
than one character
(e.g. "Cu") the
pause between the
two characters
should not be too
long, otherwise the
second character
(u) will again be
used to start a new
search, finding the
first book starting
with a "u".

Note that this way of searching is only useful if you are looking for text at the beginning of the field.

**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 'Dan Brown' and press **Enter**.

This will show all books that contain the phrase 'Dan Brown' anywhere in a field.

**Step 2**: The first funnel icon changes its text from 'filtered' to 'Show all', which 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. Then press **Enter** to search for it.

**Turning a filter on or off**
The search filter can be turned on/off through menu **Search | Filter On/Off**. Turning the Search Filter off will display all books in the database.

**Advanced filtering**
To search in specific fields, or search in multiple fields at the same time, you need to create a filter in
the Filter screen.

Note that the bottom of the main screen will always let you know in case a filter is currently in place:

In this example, although your complete collection counts 33 books, only 5 will be shown due to the filter. Two of those 5 happen to be selected in the list.

**Related Topics**
- Main screen
- Filter screen
- Customizing the program
- Proper sorting

### 5.5 Printing

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

**Step 1:** Open the print screen through the icon ![Print](print_icon.png) or through menu **File | Print:**
Step 2: Choose Book Collector from the third drop down box as indicated in the screen above. Select the option 'All Books' to print out your entire book collection.

Step 3: Check the ‘Select Template’ box, and from the drop down selection choose "Listing of all books".

Step 4: Click on the Print button.

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

Related Topics
Print screen
Data field meanings
XSL Templates
Data field selection screen

6 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.
For more common tasks - i.e. things you need to know immediately to get started with the program - please see the Common Tasks section.

You can find background information about menus, screens and fields in the Reference section.

6.1 Adding Books Automatically - Advanced Mode

Adding books using the Advanced Mode screen is based on the same steps as the Add Book Wizard, but here all steps are done in a single screen. This gives you more freedom to do things in the order you want, especially when adding multiple books at the same time. Advanced Mode lets you prepare multiple searches in the Search Queue (e.g. by scanning multiple barcodes) so that you can search, select results and add books in batch.

Open this screen by clicking on toolbar icon or through menu Edit | Add Book Automatically.
If you get the Wizard screen, click on the Advanced Mode button there.

The blue dots are area markers with descriptions below.

If you're looking to use the simpler Wizard mode, click on the Wizard Mode button (near point 6).
Step 1: Enter search criteria
Point 1 is where you enter the book search information. You can search on title, author and/or barcode (ISBN). After typing in the data, press enter or click on the Add to Queue button to add the entry to the search queue.

The Advanced mode screen can be used to search for many books in one step. Simply add multiple entries to the search queue.
You can quickly add a batch of barcodes using barcode searching.

Step 2: Search info sources
Once entries are made, choose which info sources (point 3) should be used. It may be helpful to read through our section on Hints for Adding Books Automatically. Click on the Search button (point 4) to trigger the search. After the Search button is clicked it turns into a 'Stop' button. Notice the Message Log section (point 5), which provides information about how the searching of info sources is progressing.

The Settings button (point 6) is where adjustments can be made to the searching and downloading of data from the info sources.

Step 3: Select from results
After the searching of info sources is complete, there will be a set of results for each entry in the search queue (point 2). Click on a book in the search queue to view its results in the search results panel (point 7). The search results can be quite long because there can be multiple results for each of the info sources you used.

Select the correct result from the search results panel. It's a good idea to choose results from each of the info sources, Book Collector will combine the information into one entry in the database, merging the available information for any particular book from the used info sources. The results can be viewed in the Preview Pane (point 8) by double clicking on them. If none of the results are the correct one, choose the [None] item.

Step 4: Add Book
Once the correct results have been chosen, click on Add results (point 4, under the search button) to add the book to the database. Use the Close button (point 9) to exit this screen.

When a book is added to the 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. The index field can be reassigned, as well as enabled or disabled in the preferences screen.

Add Book Manually
If the book cannot be found by searching the info sources, you can add it manually through menu Edit | Add Book Manually.
This feature is well suited for adding books from countries that are not listed in any of the info sources.

Related Topics
Wizard Mode
Barcode scanning
Hints for Adding Books Automatically
Search Settings screen
Field Defaults screen
6.2 Editing multiple books

If you need to apply the same change to more than one book (e.g. set the format from paperback to hardcover for ten 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 command or Shift key on your keyboard.

**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 selected books.

Step 4: To clear the data in any of the fields, click on a field and press F8.

Step 5: Click on the OK button to apply the changes to all the selected books.

Note: 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 roles and characters field, all values will be cleared. It is not possible to clear only one specific role or character.

Related Topics
- Edit Book screen
- Main screen
- Data field meanings
6.3 Searching with a filter

Book Collector allows you to "filter" the items that are displayed in the main screen, so only a certain part of the database remains visible. For example, you might want to see only your hard cover and not your soft cover books. Or you might want to list all books that have "Wind" in their title. 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. To search in one specific field or search on multiple values, create a filter:

**Step 1:** Click the Set Filter icon or select the menu Search | Set Filter to open the Filter screen.

**Step 2:** Click on the Add Filter icon in the top left corner to select which data field to search, for example Loan | Loaned to.

**Step 3:** Click under the Value column and enter the search term, for example 'Father'. If the data field is a lookup field, then a drop-down list will appear which has auto-complete. Start typing a term and the list will select the entry that matches.

**Step 4:** Click OK to activate the filter.

Note that once a filter is in place, the bottom of the main screen will always let you know that a filter is currently in place.
In this example (different from the filter suggestion above), although your complete collection counts 33 books, 5 will be shown (of which 2 are selected) due to the filter which filters out books that have 'Canada' set as Country value.

To turn off the search filter, click the toolbar icon or use menu Search | Filter On/Off. For a more detailed explanation and example, see the Set Filter screen topic.

6.4 Managing lookup lists

Lookup fields are a special type of data field in Book Collector. They are used when a specific value is used by multiple books. For example, genre is a lookup field because many books share the same genre, like Science Fiction or Biography. Because these values are shared, when you change them the new value is automatically shown for all books that use it. The list of values for a lookup field is called a lookup list.

When you need to change the values in this 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.

Step 1: Click on the Edit Lists toolbar icon or select menu Tools | Edit Lists. On the screen that appears click on the folder icon to choose the List to edit.
Step 2: Use the following icons to add, edit or delete entries in the list. See the Lookup List Reference topic for more detailed information.

The following screen is shown when editing a lookup value:
Grouping can be done based on lookup fields by using the folder view. The folder view enables you
to group your collection; for example when you group on genre, all biographies are grouped together
in the Biography folder. Or, you could group books by author.

If you’re using a folder view and would like to add a folder, this is done through the Edit Lookup List
screen. For example, if you want to add the genre ‘Icelandic Poetry’, open the Edit Lookup List
screen, select the Genre list, and then use the Add button to do so.

**Related Topics**
Lookup List Reference
Proper sorting
Options screen

### 6.5 Adding books using barcodes

All info sources in Book Collector can be searched with the ISBN barcode.
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 Collectorz.com barcode scanner.

**Adding Books using barcodes**

- **Entering the barcode manually**

  **Step 1:** Click on the Add Books icon Add Book or select menu Edit | Add Books Automatically.
  Make sure you’re using the Add Books Automatically (Advanced mode) screen. If you’re in Wizard
  mode, press the ‘Advanced Mode’ button.

  **Step 2:** Enter the barcode in the Barcode field and click the ‘Add to Queue’ button to add the
  barcode to the search queue. 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 other scanners, you learn more in the Barcode reference topic.

Step 2: Scan the barcodes of a number of books. Scan only a few to begin with until you're comfortable with the process.

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. Make sure you're using the Add Books Automatically (Advanced mode) screen. If you're in Wizard mode, press the 'Advanced Mode' button.

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

Step 6: Choose info sources appropriate for where the books are from. For example if purchased in the United States use the Library of Congress and Amazon US info sources.

Step 7: Search the info sources and add the results to your collection, as described here.

Related Topics
Barcode scanning reference
Add Books Automatically - Advanced Mode
Hints for Adding Books Automatically

Adding contents of a book

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, as such:
Step 2: Each entry in the above screen is a section of the book. To add an entry click on the button.
The Add section 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 section screen.

Related Topics
Edit books
Book and Contents view

6.7 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 and through menu Loans | Loan Item. You can filter out a certain book by using the barcode scanner to scan the ISBN of the book or by simply typing the title into the quick search box. Just scan the
barcode of a book that is in your collection and it will be filtered out. Scanning multiple books at once is not supported here.
Once the book is selected, click the loan out icon.
This brings up the Loan Out dialog:

**Item** specifies the book being loaned out.
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, or simply type in a new name. The names of the people to loan to are lookup list items, and can be managed from the manage lists screen. A special button is created so you can directly access names from your address book contacts.
After entering such details you will return to the loan item screen, where you can set the remaining details regarding the loan.
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**

**Step 2: Return Book** : A book can be returned by selecting the book, and using the menu **Loan | Return Item**. This brings up a dialog similar to the Loan Book dialog. 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.

**Related Topics**
- Manage Loans screen
- Printing
- Print screen
- Barcode scanning

### 6.8 Making backups of your data

Regular backups of your data are very important to prevent losing your work when your hard disk crashes or you accidentally delete the wrong file:

**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".

**Step 2**: Next find the file location by going to menu **File | Open**. An “open dialog” screen will come up showing the folder of your database file.
By default this path is
`~/Library/Application support/Book Collector`
(the “~” stands for your Mac account name, found in the left bar of the open dialog, beneath the Desktop icon.)
Remember the folder you see here and press Cancel.

**Step 3**: Copy the contents of the above folder to another storage device such as another hard drive or CD-ROM. Its best to use another storage device in case your current hard drive fails.

It's a good idea to copy the entire directory because some of the Book Collector information is not stored in the database file.
Most importantly, the cover pictures are not stored inside the database file. These are stored separately. See the File Management topic to learn about the different types of files.

You can configure Book Collector to **automatically make a backup** copy every time you open your collection via the Preferences screen. This will however still store on the same physical harddrive in your computer, and only copies the
database once successfully opened. So it is wise to also maintain a backup of the database and images on a secondary place.

Related Topics
File Management
Options screen

6.9 Customizing the software

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:

- **Customize Toolbar**

  The toolbar at the top of the main screen can be customized through the menu View | Customize Toolbar. Drag any of the icons from the big selection screen to the toolbar to include the icon. To remove an icon from the toolbar drag it from the toolbar into the big selection screen.

- **Change Field Names**

  Through the menu Tools | Field Names, the names for the data fields can be changed. This is useful if you would like to re-assign the purpose of a data field. See Changing field names for more information.

- **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.

Related Topics
Main screen
Classifying books hierarchically
Changing field names
XSL Templates

6.10 Automatically updating books

You can update the data about a book in your collection using the info sources. 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: Clicking on the ‘Update’ button will open a screen similar to the Add Book Automatically - Advanced screen you already know from adding books, but now in Update mode. The tab-pages for adding searches to the queue are not available now and the Search Queue has been pre-filled with the information from the books you selected. Also, the Add to Collection button has been replaced by an Update button.
Searching Info Sources and selecting the correct results is done the same way as in Add mode.

**Step 3:** When you’re done selecting the correct results, choose **Update** to update your book(s) with the new information.

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 is one 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 - Advanced Mode
- Hints for Adding Books Automatically
- Edit multiple books
6.11 Updating the software

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](image)

**Step 3:** Click on the **Download link** to start downloading the new version.

**Step 4:** After the download has finished, you will be asked to agree on the license terms. Click **Yes**. This will start the downloading of the updated version. Agreeing will place the installer App into the download folder of your web browser. The file is called **Collectorz.com Book Collector Installer.app**

**Step 5:** Start the installer by double clicking on the .app file. Once installed, an icon will be placed on the desktop to start up Book Collector.

**Update Frequency**
You can set how often the program should check for updates via Book Collector | Preferences, on the update check tab.

**Related Topics**
Making backups of your data

6.12 Viewing Ebooks, and listening to Audio books

It is becoming more common that book collections are stored on computer harddrives as PDF Ebooks, or Audio book-files. In Book Collector it is possible to link a book to such files and open the associated file directly from the main screen.

**Step 1:** Open the Edit Book screen and go to the Details tab.
Step 2: Next to the **Ebookfile** field click the icon to browse the harddrive of your computer for the Ebook file. Once the file has been chosen, a link is created on the main screens details view, with which you can trigger your default viewer for the specified filetype to start up and show the contents of the Ebook.

Alternatively, you can set up links in the links tab of the edit book screen.
Such a link will also show on the details view, in the section where the **Personal** fields are shown, and can be clicked on to start up playing / viewing the linked file.

**Related Topics**
- Edit screen
- Editing Books

### 6.13 Importing books

If you have a list of your books in more than one Book Collector database, or previously used the Windows version of Book Collector or the Mac software Delicious Library you can import those books into your current database.

**Import from text file**

Book Collector can import files consisting of the fields **ISBN**, **Author** and / or **Title** from any text file. Note that you can omit one or more of these fields by preparing empty columns using Excel, or any other spreadsheet or text editor.

Open the add advanced screen using the menu **Edit | Add Books Automatically**. From the add screen, click the **import** button. The following screen will appear, in which you can navigate to the file you wish to import.
Note the **text format** options, where you can define in what way the fields are separated and if there are text delimiters present.

As an example see the (above) **importfile.txt** opened in the **Textedit** application. As you can see, the fields are not in any quotes, and they are separated by semi-colons. This matches the settings in the screen above regarding the **Text format**.

The file will be imported into the search queue of the add screen, so you will have to follow the steps of the add screen to search online and add these items to your collection.

**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. Be careful about importing the current database file because this will lead to duplicates appearing.
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. This will not directly import Windows versions, which will have to be imported through XML (see below).

- **Import from Delicious Library**
  This feature works by importing all book entries you currently have in your Delicious Library database. All details will be copied into a new Book Collector database, and the images copied to the images folder of Book Collector.

  **Step 1:** Select menu **File | Import From | Delicious Library**. Once the import has been completed, you will be asked to provide a name for this new database.

  **Step 2:** If you would like to merge this new database with an already existing Book Collector database, use the previous method, called "import from | other collection."

- **Import from XML**
  To import a collection that was created with the Windows version of Book Collector, do the following:

  **Step 1:** On your Windows computer, select **File | Export to | XML**. Make sure to export all Books, and that your language is set to English prior to the export (**Tools | Languages | English**).

  **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 on your Windows computer.

  **Step 3:** Copy both the XML file and the Images folder over to your Mac. The default folder on the Mac to be used for the images is 
  ~/Library/Application Support/Book Collector/Images.

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

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

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

**Related Topics**
Automatically updating books
Hints for Adding Books Automatically

### 6.14 Exporting to HTML

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: Choose a destination folder for the export.

Step 3: Select the option Select list template and from the drop down selection choose the "listing of all books, with thumbnails".

Step 4: Select the "create detail pages option" to create individual pages for each book.

Step 5: Click the 'Export' button to create the webpages.

Step 6: 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 Cute FTP for the Mac.

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
- Data field selection screen

### 6.15 Exporting to text format

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 file destination and filename in the 'Destination File' area. You can also use the 'Choose' button to overwrite an existing file.

Step 3: Click on the 'Exported Fields' button in the middle to adjust what data is exported and what the column order is. To learn more about the Data Field Selection screen.

Step 4: Click the 'preview' button to see a preview of what you are about to export (slide out screen below the Text export options screen).

Step 5: Click on 'Export' to create the file.

If you want to import the data into Excel use the file extension .csv (Comma Separated Values). This format is recognized by Excel and will be read correctly.

Related Topics
Text export screen
Data field selection screen
Data field meanings
6.16 Exporting to XML and iPod

The information stored by Book Collector can be exported to an iPod. There is also an XML export for use in external databases.

*Note: These export functions are only available in the Pro edition.*

**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 used the Windows version of Book Collector and are now starting to use the Mac, the Book Collector database and images can be transferred over using the XML export feature on the Windows machine. The XML import functionality 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*. This brings up the screen:

Step 1: Make sure your iPod is connected to your Mac, and access the menu *File | Export to | iPod*. If there is not 'Destination Ipod' listed, cancel the export screen to connect the Ipod and access the menu again.
Step 2: Choose whether to export your complete list or selected books.
Step 3: Choose whether to Include the "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 'Exported 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 itself.

Related Topics
Data field meanings
Data field selection screen

6.17 Viewing collection statistics

Numbers 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 authors:

Step 1: Select the toolbar icon Statistics or menu Tools | Statistics. On the right side of the screen are summary statistics about the collection.
Step 2: In the upper left corner choose a data field you would like statistics on. Clicking on the folder icon will display a tree menu of options. In the example above 'Genre' was chosen.

Related Topics
Statistics screen
Lookup Lists

6.18 Adding images manually

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

- Browsing your system
  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 Choose button for either the front or back cover, navigate to the image file, and select / open it.

Adding a cover from the internet

Step 1: Open a web browser like Safari or Mozilla Firefox. 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, release the mouse button at either the front (left) or backcover (right) panel.

Related Topics
Options screen
File Management
Updating file links

6.19 Transfering data to a Mac (from Windows)

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
File Management
Export to PDA, iPod and XML

6.20 Transfering data to a new computer

Step 1: The best way to get the program 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.

Step 2: Run the installer on the new Mac to install the program.

Step 3: Now you only have to transfer your data. The file path to the database folder can be found through menu File | Open Database...
Now copy this file to the new computer and place it in the correct folder on the new system. By default that is the
~/Library/Application support/Book Collector folder.

Step 4: Next you will have to move the cover image files. The default folder for cover image files is the Images folder in your data folder (i.e. ~/Library/Application support/Book Collector/images by default). The full file path to images can be found through menu Book Collector | Preferences, the Images tab. Copy the contents of this folder to the new Mac too, preferably in the same location.

Step 5: Now start the program on the new Mac and use File | Open to open your database file, that is, the database file that you just copied. After that, you should see your own data again.

Note: if the version of Book Collector on the new system is newer than the one on your old system, the program may convert your database to a new format. This will keep your data intact.

Step 6: If the location of the cover images on the new Mac is different, you have to use the Update
Image Links screen to let the program update the cover image links automatically.

**Related Topics**
File Management
Updating File Links

### 6.21 Updating file links

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

In Book Collector the image files are stored outside the database file and referenced by a link in the database. The exclamation mark means the link is broken. This could be caused by moving or deleting the image / cover files. Files defined as Links can also be repaired with this function.

**Step 1:** Check if the image files are still on the computer, if so, you can repair the links through menu **Tools | Maintenance | Update Image Links**.

**Step 2:** Click on the Choose button to locate the folder when the image files may be.
Step 3: Next click on 'Search' and Book Collector will try to locate the missing image files. (the new folder column will then be filled).

Notes:
- 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.

Step 4: Click on 'Update' to re-link the missing image files and update the database.

Step 5: Once you're done fixing the links, click on the 'Close' button to exit the screen.

If the image files have disappeared from your computer, it may be possible to download them again through Automatically updating books.

Related Topics
File Management

6.22 Changing field names

All field names in Book Collector can be changed to your own liking. For example, you can rename field 'User Text 1' to 'Why I recommend this book'. This is done through menu Tools | Field Names.

Step 1: Click on an entry in the Your Name column (left column).

Step 2: Edit the name in the left column to customize the field name as it appears in the program.

Related Topics
Customizing the program
Managing lookup lists
6.23 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.

7 Reference

The topics in the Reference section provide a comprehensive listing of background information about the software, its menus, screens, fields, and more.

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

For less common tasks - i.e. things you don't need to know immediately to get started with the program - please see the Advanced Tasks section.

7.1 Menus

Select one of the main menus to see information about it:

Book Collector | File | Edit | Search | View | Loans | Tools | Buy | Help

7.1.1 Book Collector

- **About Book Collector**
  Display information screen about Book Collector. This is useful if you want to know the exact version and build number you are running.

- **Preferences**
  Configure the user settings of the program. See Preferences screen

- **4 Mac generic menu items**

- **Quit Book Collector**
  Close the program, saving changes.

7.1.2 File menu

- **New**
  Create a new database file. The software will ask for the file name when you try to close the software or switch database files.
Open
Open an existing database file. It brings up a file browser where you can search and find database files. Book Collector database files end in *.bkc. Learn more about File Management.

Open Recent
Will show a list of recently used database files from which you can select one to open.

Save
Save changes to the database. Changes are also saved to the database file automatically after every change you make.

Save As
Save the database under a different name. Useful for renaming the database file.

Import from | Other Collection
Import data from another collection into your collection. See Importing a Book Collector database

Import | XML
Import data from a text file into your collection. See Importing from XML

Import from | Delicious Library
Import data from Delicious Library into your collection. See Delicious Library import

Export to | HTML
Export your collection to HTML. See Exporting data to HTML and HTML export screen

Export to | Text
Export your collection to a text file. See Exporting data to text format and Text export screen

Export to | XML
Export your collection to XML. See Exporting to XML

Export to | iPod
Export your collection to an iPod Notes section. See Exporting to iPod

Page Setup
Opens the dialog of changing the printer settings.

Print
Print your Book data. See Printing and Print screen

7.1.3 Edit menu

Undo
Undo the last action performed in the edit screen of a book.

Redo
Redo an action which was just undone, see the item above.

Cut
Cut a selection of text from the edit book screen

Copy
Copy a selection of text from the edit book screen or the details view.

Paste
Paste a text section which has been cut or copied before, see the items above.

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.

Select random
Let Book Collector select a random book in your database.

Add Book Automatically
Add a new entry to your database by downloading data from online sources. See Add Books automatically
### 7.1.4 Search menu

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quick Search</strong></td>
<td>Search for a phrase anywhere in your database. See Find a book in your database</td>
</tr>
<tr>
<td><strong>Set Filter</strong></td>
<td>Filter your database on a specific value in a specific field. See Filter screen</td>
</tr>
<tr>
<td><strong>Filter On/Off</strong></td>
<td>When you have a filter defined, turn it on or off. See Find a book in your database</td>
</tr>
</tbody>
</table>

### 7.1.5 View menu

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Folders</strong></td>
<td>Group your database into folders. See Folder view</td>
</tr>
<tr>
<td><strong>Show Empty Folders</strong></td>
<td>Display folders which contain no books for the grouping field. See Folder View</td>
</tr>
<tr>
<td><strong>List</strong></td>
<td>Display books in a list with one row per book. See List view</td>
</tr>
<tr>
<td><strong>Image</strong></td>
<td>Display books in a grid, showing the cover image. See Image view</td>
</tr>
<tr>
<td><strong>Columns</strong></td>
<td>Select which fields are shown in List view. See Browsing your database</td>
</tr>
<tr>
<td><strong>Sort Order</strong></td>
<td>Select in which order your database is sorted. See Find a book in your database</td>
</tr>
<tr>
<td><strong>Details View Template</strong></td>
<td>Select the color scheme and layout for the Details View. See XSL Templates</td>
</tr>
<tr>
<td><strong>Hide / Show Toolbars</strong></td>
<td>Show or hide the program toolbar. See Customizing the program</td>
</tr>
<tr>
<td><strong>Customize toolbar</strong></td>
<td>Customize which buttons you prefer to see in the toolbar. See Customizing the program</td>
</tr>
</tbody>
</table>
7.1.6 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

7.1.7 Buy menu

*This menu is only visible in the trial edition.*

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

**Upgrade Now**  'Upgrade Now' is shown if the program detects a license key from a previous version.

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

7.1.8 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**  Show statistics for your database. See Collection statistics

**Maintenance | Update Image Links**  Fix broken links to cover images and other external files. See Update image links

**Maintenance | Reassign 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.

**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 | Factory defaults**  Reset the screen sizes and positions, and other user settings to the default configuration. This is useful if the program has become stuck in an unusable state.

**Initialize Flic scanner**  Search your system for a connected barcode scanner. See Adding books using barcodes
7.1.9 Help menu

- **Manual**: Open the Help manual for Book Collector
- **Getting Started**: Open the ‘Getting Started’ guide
- **Collectorz.com Website**: Visit the Collectorz.com website
- **Customer Support**: Visit the Support section of the Collectorz.com website
- **Check for Update**: Check if there is a newer product version. See Update the software
- **Your License Info**: Display your license information. See Ordering Collectorz.com Products

*Note: This menu item is only shown if your copy is licensed.*

7.2 Screens

Select one of the screens to see information about it:

- Main screen
- Add Books automatically screen
- Edit Book screen
- Edit Story/Article/Chapter screen
- Manage loans screen
- Print screen
- Html export screen
- Text export screen
- Sort field selection screen
- Data field selection screen
- Set filter screen
- Field defaults screen
- Statistics screen
- Options screen
- Search settings screen

7.2.1 Main screen

This is the main screen of Book Collector. The blue dots identify sections of the screen. Descriptions are below:
Menu bar of drop down menus with Book Collector features.

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

List or thumbnail view. Clicking on the List style button in the toolbar, the left side gives a spreadsheet-like listing of your books. The right half of this toggle button will show 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 off through Book Collector | Preferences, the general tab.

Details 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.

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.
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 book. This collection status indicator can be turned off using the preferences screen and reflects one of the values of the "in collection" field as found on the edit screen.

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

7.2.2 Add Books Automatically Advanced screen

Open the Add Books Automatically - Advanced Mode through the toolbar icon Add Book or through menu Edit | Add Book Automatically. In case the wizard screen appears, click the advanced mode button. For a tutorial on how to use this screen, see Add Books Automatically Advanced.
Context Menu
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:

- **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' doesn't work if there are no results selected.
- **Lock Selected**: Sometimes when searching the info sources the results may contain more than one book you want to add to your database. For instance if you're searching for a book series like 'Harry Potter'. Normally the Advanced screen works in a way that once a book has been added the search results are deleted. To add multiple books, use the 'Lock Selected' option. This way, the search results will remain after you add a book. After you add one book, go back to the results, select the next book and add again.
- **Unlock Selected**: Once you have added all the books you want based on one search, use the 'Unlock Selected' and 'Remove Selected' to delete the results.
- **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 book in the search queue

**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, warning messages will appear there.

**Add to queue**
The add to queue button will put the title or barcode you entered into the search queue. This will allow for batch searching.

**Update in queue**
The update in queue button allows you to modify the title, author and / or barcode of items already placed in the search queue. Just click an item in the search queue, and type in the new author, title or barcode. Clicking the update in queue button will make the entry in the queue change accordingly.

**Import**
The import button allows you to import a CSV text file, see the section on importing.

**Settings**
The settings button is for controlling options related to adding books automatically.

**Wizard mode**
This will change the add screen to the wizard mode add screen.

**Related Topics**
Add Books Automatically
Add Books Automatically - Advanced Mode
Importing from text
Hints for Adding Books Automatically
Automatically updating books
Search settings screen
XSL Templates

### 7.2.3 Edit Book screen
Open the Edit Book screen by double-clicking on a book in the List view or through menu Edit | Edit Book.
For an overview of the basic functionality of this screen, see Editing Books.
Buttons

**Previous** and **Next**: 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 their sequence on the main screen.

**Update**: Fill in more data using the online info sources; see Automatically updating books.

**Cancel**: Cancel changes made to the entry you are editing. Depending on the Preferences you set in the program, a confirmation screen may pop up asking you to confirm the cancellation of the changes.

**Apply**: Apply the changes made to the entry and return to the main screen.

Throughout the edit screen's Tab pages, you will encounter a number of icons.

- ![Icon](image)
  To add a person, the "type" of person will depend on where the button is used to add a person.

- ![Icon](image)
  To edit a person.

- ![Icon](image)
  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 person for the book you are editing.
You will also come across the icon . This will allow you to edit an existing (and selected) lookup list entry directly from the edit screen (instead of having to navigate to the menu Tools | Edit Lists. Note that this will in fact edit the lookup item, which will affect all entries for which the value has been used.

Contents
Some books are compilations of stories or articles. In Book Collector the individual parts of such books can be tracked.

Links
The Links tab is intended for connecting to files outside of Book Collector. There are many types of links you can define there.

To add a link. Editing a link can be done simply by clicking directly in either the description field or the URL.

To remove a link.

To set the order in which the links appear can be done using the arrow up and arrow down icons.

Note: URL refers to a web link, generally starting with http://www. However, you can also use this field to define files on your hard drive. An example of such a reference is : file:///Users/[your user account name]/Ebooks/HarryPotter3.pdf This will start up your defined .pdf viewer program on the Mac, showing the particular Ebook file.

Related Topics
Editing Books
Data field meanings
Adding Images manually
Automatically updating books
List management
Lookup Lists

7.2.4 Edit Story/Article/Chapter screen
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. Also it can be accessed 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 lookup list 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).

Related Topics
Adding contents of a book
Contents view
Book view

7.2.5 Print screen

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
All / selected Books
This print option allows for printing the entire list of books in the database or a partial list. For a partial list, the books first need to be selected in the List view. To select individual books, click on them while holding the COMMAND key. If the List view shows a partial list because of an applied Search filter, you can also use Edit | Select All to select that partial listing.

Sort Order
Sets 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.

Print Layout
Lets you define what template you wish to use for printing, of through the 'custom list template' lets you define what specific fields you wish to print. Is the 'custom list template' is selected, the 'edit' button will reveal the following screen and options.
Custom list template (edit).

**Title** - specify the title of the report which will also show on the first page.

**(Choose) Font** - adjust the character style.

- Including the 'report creation date' will print the current date at the top of the first page.
- The 'row shading' option will print rows in alternating cell shades, making the individual lines stand out and making reading from the print easier on the eyes. (see the picture below).
- Through the 'choose fields' button you can select which field you would like to print and in what order. This screen resembles the sort field selection screen.
- After choosing from the other options in this screen, you can save these settings to your own template, using the 'save in template' checkbox for later use.

For more information on templates see the XSL-templates section for more information.

![Custom List Template](image)

**Row shading** turned on : .

**Select template.**
Allows you to choose what predefined template should be used to print, see also the section about XSL-templates.

**Preview**
Opens the Print Preview screen that shows how your printout will look.

**PDF**
Opens the PDF save options to save the document as shown to you using the Preview button to a PDF file.

**About XSL Templates**
With the Pro version of Book Collector there are a number of ready to use print templates. More user defined templates can be found in our online Template Gallery. You can select one of the included templates by choosing the "Select Template" setting and then selecting a template from the drop down list. (Hint: you can preview the result by clicking the Preview button).
It is possible to create new templates or edit existing ones. For more information about this, visit the Template Tutorial on the Collectorz.com website.

**Related Topics**
- Printing
- Data field meanings
- Sort field selection screen
- Data field selection screen
- XSL Templates

### 7.2.6 Filter screen

With a filter you can locate specific entries in your database that fulfill certain criteria. The rest of the database is hidden while the filter is active.

For a quick step-by-step description, see Setting Search Filter.

Open the Set Filter screen through menu **Search** | **Set Filter**.

The Set Filter screen supports searching by multiple filters.

For example if you wanted to find all Books on your "top shelf living room" that are "hardover" books, this would be done by setting the combined filters below.
Click on the Add Filter icon in the top left corner and from the appearing drop down menu, select the field on which you wish to impose the filter. In this example we are filtering on Hardcovers for which the location was filled as ‘top shelf living room’.

If you fill multiple fields you have to specify how to combine them with the **Combination** selector. Choose **AND** if you want to see all items that satisfy ALL conditions, choose **OR** if you want to see all items that satisfy one or more conditions.

Check the **Case sensitive** checkbox to make the filter case-sensitive (causing it to take note of uppercase and lower case).

If you fill multiple fields you have to specify how to combine them with the **Combination** selector. Choose **AND** if you want to see all items that satisfy ALL conditions, choose **OR** if you want to see all items that satisfy one or more conditions.

Check the **Case sensitive** checkbox to make the filter case-sensitive (causing it to take note of uppercase and lower case).

To create a filter that shows all records except those that match the filter definition, use the **Show all EXCEPT filter results** checkbox.

An other example is shown below, where you will find all books that are either in your collection with the genre "children" OR have the language set to English.

![Filter Example](image)

Note: While setting filters you will see the main screen change in the background, synchronizing with what the filter conditions are you are working on.

To remove filters, click on the **Clear Filter** button at the bottom.
You can quickly enable and disable a filter with the **Filter On/Off** menu item or toolbar button. The currently active filter is shown in the status bar as the funnel icon.

**Related Topics**
Find a book in your database  
Creating a Search Filter

### 7.2.7 Column field selection screen

To select which fields should be displayed in the main screen, use the Column Field Selection screen.

Open it via menu **View | Columns** or toolbar icon **Columns**.

For example, in the screen below the fields Index, Title, Author, Publication year, Publisher, format and ISBN are selected as columns:

![Column field selection screen](image)

On the left are the list of available data fields to select from. On the right are the selected data fields and the order they will appear in. Choose a data field by double clicking on the entry or highlighting and using the plus / minus buttons.
in the middle. It is also possible to drag/drop items between the two listings of data fields.

Resorting the data fields can be done by highlighting a data field and using the up/down arrows to the right of the plus / minus buttons.

**Related Topics**
- Browsing your database
- Exporting data to HTML
- Printing
- Exporting data to text format
- Exporting to PDA/iPod/XML

### 7.2.8 Sort field selection screen

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 at the same time, you need to use the Sort Field Selection screen.

Open it via menu **View | Sort Order** or toolbar icon ![Sorting](image).

For example, to sort the book listing by Author, and within the Author sorting on Genre:

On the left are the list of *available* data fields to sort by. The right side is for *selected* data fields.
including an icon for indicating that the data field is set for ascending or descending. Choose a data field by double clicking on the entry or highlighting and using the plus / minus buttons \[+\] \[-\] in the middle.

Resorting the data fields can be done by highlighting a data field and using the up/down arrows to the right of the plus / minus buttons.

You can control ascending (i.e. from a to z) or descending (i.e. from z down to a) by selecting a data field in the right column and then using the radio buttons for Ascending or Descending.

This is the same screen that will show up if you wish to reassign index values using the menu Tools | Maintenance | Reassign index fields. When used from there, the fields selected in the right pane will serve as main sorting criteria by which to assign new index values to the books in your database.

**Related Topics**
- Browsing your database
- Exporting data to HTML
- Printing
- Exporting data to text format
- Exporting to PDA/iPod/XML

### 7.2.9 Folder field selection screen

To group on a field or a field in a field, you need to use the Sort Field Selection screen.

Open it via menu View | Sort Order or toolbar icon \[Folders\] . and choose one of the fields in the list, or choose custom to get the complete field list.

For example, to group the book listing by Genre, and within the Genre Author:
On the left are the list of **available** data fields to group on. The right side is for **selected** data fields. Choose a data field by double clicking on the entry or highlighting and using the plus / minus buttons in the middle.

Resorting the data fields can be done by highlighting a data field and using the up/down arrows to the right of the plus / minus buttons.

You can control ascending (i.e. from a to z) or descending (i.e. from z down to a) by selecting a data field in the right column and then using the radio buttons for Ascending or Descending.

### Related Topics
- Browsing your database
- Exporting data to HTML
- Printing
- Exporting data to text format
- Exporting to PDA/iPod/XML

### 7.2.10 HTML export screen

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.
For a quick step-by-step approach on how to generate an HTML export, see here.

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

**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 **COMMAND** or **SHIFT** key. If the List view has a partial list, you can also use **Edit | Select All**.

**Destination folder**
Here the export folder 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 files** and image files each time the export is done (the bottom of the screen). If unchecked, only new pages will be made and thus updating the website will be faster. There also is a checkbox 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.

**Custom list template.**
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. For an explanation of the list template options under the 'edit custom' button, also see the print screen explanation which works in a similar way (only to store the customized settings in an export template instead of a print template). Again, 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.

**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.

**Create Detail pages**
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:** 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 a 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.

**Related Topics**
Exporting data to HTML
Data field meanings
XSL Templates
Sort field selection screen
Data field selection screen

7.2.11 **Text export screen**
Text export is the simplest form of exporting the information in your database. Once the export file is created it can be viewed in your Textedit application or any other word processor type application. For a quick step-by-step description, see Export to Text.
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 **Destination File** field is where the exported file name and path are specified. The text export can be read by spreadsheet programs like Microsoft Excel. This is done by using the file extension .csv (Comma Separated Values).

You can set whether to export the entire collection by selecting **All Books**, or you can export only the records that are currently selected in the main screen by selecting **Selected Books**. The number in
brackets indicates how many records will be exported.

Check the Export Field Names 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.

The Sort fields button allows you to set the sort order in which the records should be exported. It will bring up the Sort field selection screen to indicate which sort fields to use.

Use the 'Exported Fields' button to choose which data fields you would like to export. The screen that will come up is the data field selection screen.

Use the options 'Separators', 'Quotes' and 'Line breaks' buttons to define the characteristics of the text file that will be exported to.

The separator is the character that will be exported between the fields (sometime also called the field separator).
The quotes are the characters that encloses all fields in the export.
The line break 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.

You can check the changes you make instantly in the preview pane below.

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

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

Related Topics
Exporting data to text format
Data field meanings
Sort field selection screen
Data field selection screen

7.2.12 Manage Loans screen

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 menu Loans | Manage Loans. The following dialog will appear:
This displays a list of the loans of the books in your database. You can use the following toolbar icons:

- : Edit the loan details
- : 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 which are overdue

You can use the Collectorz.com barcode scanner to loan or return books conveniently. When you scan an ISBN barcode from the main screen, the program checks if it is in your collection and if so, will filter that specific book out of the collection and will select the book.

This means that after scanning a barcode of a book in your collection, you will only have to use the menu Loans | Loan Item to mark that book as loaned.

**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.

**Related Topics**

Loaning books

**7.2.13 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**:

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, Country, Format, Region and Language.

The personal fields will keep the field default settings you define in this screen and will not be overridden by the online sources.

**Related Topics**
- Add Books Automatically
- Add Books Automatically - Advanced Mode
- Data field meanings

**7.2.14 Statistics screen**

This screen is available through menu **Tools | Statistics**. It provides summary information about books in the database.

At the bottom of the Statistics screen are numerical values related to the book listing.
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-lefthand corner.

The icon orders the x-axis entries by count or by name (alphabetizing) alternating when clicking the icon.

The 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.

**Related Topics**
View collection statistics
7.2.15 Preferences screen

The Preferences screen is accessible through menu Book Collector | Preferences. It provides a variety of general controls for Book Collector.

### General tab

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

- **Textured Window**: Enable the “brushed metal” look.

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

- **Confirm before cancelling changes**: 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 sort Names as lookups**: Controls the display for Lookup List names within Book Collector. The software displays the last name first if it is provided, e.g. "French, Nicci". If this option is disabled, it displays as "Nicci French".

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

- **Automatically 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.

- **Start with 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.
Update Check: Set the frequency of automatic checking with the Collectorz.com webservice for a newer version of the software. When enabled, this check is performed at program startup with the interval of your choice.
See Updating the software

Images tab
**Default Folder for Images:** When cover images are downloaded from the info sources, this is the folder where they are stored. The default value is ~/Library/Application Support/Book Collector/Images.
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". For more information on backing up your data, also see 'Making Backups'.

Notes
This function only copies the database itself, not cover art files.

Related Topics
- List management
- Updating the software
- Making backups of your data
- File Management
- Adding Images manually
- Barcode scanning

7.2.16 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 (both Wizard and Advanced mode).

Close window when Search Queue is empty
Normally, the Add Books screens 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.

Open Edit Window after
This opens the Edit book screen after a book has been added to the
adding single item  

database. This only works if you're adding one book at a time.

Download front covers  

Check this option if you want front covers downloaded.

Download back covers  

Check this option if you want back covers downloaded.

Preferred source for covers  

Select which info source is preferred for covers. This is useful if you prefer your cover to come from one specific site, instead of the first one in the list. Note that you still need to select a result from the selected info source.

Automatically update scripts  

For the Info Sources the program uses external Perl scripts to parse search results and full result details. When a website changes their layout, these scripts need to be updated. That's why the program automatically downloads new script updates from our webserver, the first time you search. In general, you should never uncheck this setting. Only uncheck it if you are modifying the Perl scripts yourself and want to prevent the program from overwriting your changes.

Related Topics

Add Books Automatically
Add Books Automatically - Advanced Mode
Hints for Adding Books Automatically

7.3 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 (both Wizard and Advanced mode).

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.

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.

Benefits of searching with multiple info sources

You can use one or multiple info sources. There are two main benefits for using multiple sources:

First, if a unique result is returned from one info source, this information is used to search the remaining info sources. For example: when searching Amazon for a barcode, Amazon can produce an exact match, which will automatically fill in the Title field of the search item. This extra information can then be used to search Library of Congress etc... If the Amazon info source is listed below Library of Congress, this will not work. In most cases, the default order of the Info Sources is the best order.

Second, if you choose results from multiple sources, Book Collector merges the information into one entry in the database. The information from the selected results is combined to create a book item in
your collection. This combining on results is done in the order of the Info Sources, that is, the information from the info sources higher in the list are given higher priority. In other words, the first info source that delivers a value for a particular field determines the final value of that field in the book. For example: if Amazon gives you author and title, the info sources that are lower in list will never overwrite Amazon’s author and title information, they will only add values for other fields, e.g. publication date or cover image.

Related Topics
Add Books Automatically
Add Books Automatically - Advanced Mode
Automatically updating books
Barcode scanning

7.4 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 Lookup List of genres that are in the program. Each genre folder will include the books that have that specific genre checked in the genre field of the edit book screen. 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.
To switch folders on or off, use the toolbar icon **Folders | Hide Folders.**

In the predefined folder list, you may notice that its possible to have nested folder views. For example Publisher/Author will list Publisher folders and **within** each folder will be Actor folders. There is a Custom folder option, where you can select a folder view based on one or more data fields. Folder view only works with Lookup Lists.

A quick way to change the folder view is by right-clicking above the folder view. A drop-down list will appear to select a different view:
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 underlying values. 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 books.

Notes:
- 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 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.

Related Topics
Main screen
Browsing your database
Classifying books in a hierarchial way
Lookup lists

Lookup lists are an important element of a Book Collector database (see List Management for a quick introduction). They are very useful because:

1. 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.
2. 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 author, the books of that author would be spread over several groups when grouping on author!
3. It saves disk-space and memory, for the same reason as mentioned above; all values are stored in the database only once.

Lookup lists are managed through menu Tools | Edit Lists. The following example screen is for Author names.

Each value in a lookup list is called a lookup item. In this screenshot, 'Brown, Dan' is a lookup item in the Author lookup list. Each item has multiple subfields, like First Name and Last Name. The 'Used' field indicates how many books actually refer to this actor.
An actor's name can be possibly broken down into First Name, Last Name and The (article words). This is done using the Edit button. This brings up the Edit Actor screen:

Use the Generate buttons to try to automatically populate the First- and Last Name from the Display Name. The Generate buttons don't 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 Last name. The column Sort Name shows how Book Collector will treat a name if sorted alphabetically (see Proper sorting). The column Display Name 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 sort names of lookups’ in the preferences 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://www.stephenking.com. 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 a lookup item is only possible if all the references to it are removed in other words the Used count is 0.

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 Refresh icon can be used to automatically refresh the lookup list after editing a lookup item, so that the changed item is shown in the correct position.

**Merging lookup items**

Over time, duplicate entries may appear in the lookup lists. For example, different versions of a country such as "U.S.A." and "USA". This can be fixed using the **Merge** feature. Merging means that
multiple lookup items are combined into one, and all books referring to them are changed to refer to the remaining item. To merge: select one lookup item you want to merge, and then select the `add selected item to merge list` button. This will place the first of the items to be merged in the lower panel. You can select more lookup list items, and place them there as well. Once all (but one) of the items you wish to merge are in the lower panel, select the item to be merged into in the top panel, and click the `merge list into selected item` button. The entry with the highest Used value will remain while the others will be merged into it.

The trash can icon will allow you to remove items from the lower panel, which is not deleting the lookup list item but only deleting the item of the list of lookup list items intended for merging.

**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

### 7.6 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 and contents View**

In Book View, the main screen shows books in the main list. You can activate it using the button on the toolbar or menu View | Book View.

In Contents View the list 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 both views, either a list is shown full width of the screen of all items, 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
7.7 Hierarchical classification

As you’re 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.

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 and selecting an array of items to group on instead of only one.

Note: In this example, the field “User Lookup 1” was renamed to “American Nature” using the Field names function, and the book in the Habitat subject has no value filled in the third grouping field (American Nature).

7.8 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 record in your collection, select the Quick Search box on the toolbar, and scan the barcode.

Supported scanners
- Collectorz.com scanner: the Collectorz.com laser barcode scanner is supported directly; the driver is installed when you install Music 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, the program can decode the data itself. It can be plugged in to the USB port, and is ready for use. Mac computers may ask you to use the "keyboard setup assistant", simply close the screen and proceed. The section below to setup and 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

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 Mac**

  **USB connection**
  You will have to connect your Collectorz.com scanner to a free USB port using a Serial-to-USB adapter cable included in the package:

  1. Please visit our Buy Now page to buy a Serial-to-USB adapter cable separately in case you do not have one.
  2. Install the driver software that you can download from the Book Collector download page (at the bottom) to let your Mac recognize the serial to USB cable. Restart the Mac after doing so as instructed by the driver installer.
  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 scanner in Book Collector**

  1. Select Initialize Flic Scanner from the Tools menu.
  2. After a few seconds, the program should report "Your Flic scanner has been activated successfully.
  3. Do you get the message "Your Flic scanner could not be detected." instead? Check the Trouble Shooting Guide.
  4. Scan a barcode. The program should now read the barcode and will search your database for the barcode.
  5. If it's found, that item will be selected. If it's 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, for the Mac you should check a third party product such as Serial IO.

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

  **Scanner hints - Collectorz.com- and Cuecat barcode scanner**

  - **How to scan - Hints**
    The Collectorz.com 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 Music 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

### 7.9 Cataloguing systems (e.g. ISBN)

There are a number of widely used systems for cataloging books. Some of them are: Dewey, ISBN and Library of Congress. In Book Collector there are fields for tracking the classification number used by systems.

**Dewey**
The Dewey Decimal Classification (DDC). This is a system used by many libraries within North America to organize books. More info: Dewey

**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.
If you're using a barcode scanner make sure to scan a ISBN number and not a UPC code. More info: ISBN

**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.

**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. 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.

### 7.10 Proper sorting

**Title Sorting**
When sorting books in the list view by title, you may see books that seem out of place. Let's start with an example, say 'The Bible'. You may see it listed under 'T' instead of 'B'. The software can solve this, by breaking down a title into two parts: the body (Bible) and the article (The).
In the Edit Book screen, on the Book tab the title body (Bible) goes into **Title Sort** field and the title’s article (The) goes into **Title The** field. The sorting mechanism will automatically use the Title Sort value when sorting on Title.

Note: it is not necessary to enter the Title Sort for all books; if it’s empty the Title value will be used instead.

**Name Sorting**

When viewing a sorted list of lookup items you may come across entries that are not in the expected position. For example, when sorting on author you may see Stephen King listed under ‘S’ instead of ‘K’. This can be fixed through the menu **Tools | Edit Lists**. Make sure the First Name and Last Name data fields are populated. For more info, see List Management.

**Related Topics**

- Browsing your database
- List management
- Lookup Lists

### 7.11 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><strong>Title</strong></td>
<td>Title of the book</td>
</tr>
<tr>
<td><strong>Author</strong></td>
<td>The name of person or persons who wrote the book.</td>
</tr>
<tr>
<td><strong>Format</strong></td>
<td>Physical media of the book, for example hardcover, soft cover or ebook</td>
</tr>
<tr>
<td><strong>ISBN</strong></td>
<td>Internation Standard Book Number (ISBN) is a standard number for a book. To</td>
</tr>
<tr>
<td></td>
<td>learn about other book catalogue systems.</td>
</tr>
<tr>
<td><strong>Publisher</strong></td>
<td>Company that published the book, such as McGraw.</td>
</tr>
<tr>
<td><strong>LoC</strong></td>
<td>Library of Congress classification number. To learn about other book catalogue systems.</td>
</tr>
</tbody>
</table>
| **Classification** | Many books are chapters of a story. If they are associated, this can be entered here. If example "Lord of the Rings"
| **Series**   | Date field for when the edition you have was produced for your region or perhaps when a book was released on hardcover or paperback. |
| **Publication Date** | 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 | Options**. All the index values can be re-assigned through menu **Tools | Maintenance | Re-Assgin Index fields** |
| **Index**    | Total number of pages in the book.                                          |
| **In Collection status** | Status of a book in the database. The options are: Not In Collection, Wanted, In Collection and For Sale. Use the ‘Wanted’ value to track books you want to add to your collection but do not have yet. |
| **Genre**    | 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. |

#### Details
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>Title The</td>
<td>The article words of a title. For example with the book 'The Wizard of Oz', the word 'The' should appear here. Breaking down the title like this leads to sorting of the books by the Title Sort field. 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>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>Language</td>
<td>The language of this edition of the book.</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>Country</td>
<td>The country in which this issue of the book was released.</td>
</tr>
<tr>
<td>Printed By</td>
<td>Name of the company that printed the book</td>
</tr>
<tr>
<td>Printing</td>
<td>The number of the printing run of this book edition.</td>
</tr>
<tr>
<td>Dewey</td>
<td>The Dewey number for the book. To learn about other book catalogue systems.</td>
</tr>
<tr>
<td>Paper Type</td>
<td>Type of paper used to produce the book.</td>
</tr>
<tr>
<td>Height and Width</td>
<td>Physical dimensions of the book measured in millimeter units. There is a Height and Width field.</td>
</tr>
<tr>
<td>Ebook</td>
<td>Possibility to link to an external Ebook file. This link will appear clickable in the details view.</td>
</tr>
<tr>
<td>Subject</td>
<td>The subjects mentioned in the book. To learn more: Classifying books.</td>
</tr>
<tr>
<td>Extras</td>
<td>Here you can track special aspects about a particular book. For example if it has been autographed.</td>
</tr>
</tbody>
</table>

### Personal

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Date</td>
<td>Date the book was purchased</td>
</tr>
<tr>
<td>Purchase Price</td>
<td>Amount paid for book. Prices are shown in the currency defined by the regional settings of your system.</td>
</tr>
<tr>
<td>Store</td>
<td>Where the book was purchased from</td>
</tr>
<tr>
<td>Current value</td>
<td>Present value of a book</td>
</tr>
<tr>
<td>Condition</td>
<td>Physical state of the media (e.g. 'new', 'scratched' etc).</td>
</tr>
<tr>
<td>Cover Price</td>
<td>Price the item originally appeared with in the store.</td>
</tr>
<tr>
<td>Owner</td>
<td>Person who owns the book</td>
</tr>
<tr>
<td>Location</td>
<td>Physical location of the media (e.g. 'Bookcase 1, shelf 3').</td>
</tr>
<tr>
<td>Dedication</td>
<td>If the book has been dedicated, here you can entered the written note.</td>
</tr>
<tr>
<td>Rare</td>
<td>Checkbox to track if this book is scarce</td>
</tr>
<tr>
<td>Rating</td>
<td>Your evaluation of the book. It follows 5 star rating, with the possibility of half stars</td>
</tr>
<tr>
<td>Read It</td>
<td>Track if you have read the book</td>
</tr>
<tr>
<td>Reading Date</td>
<td>Enter the date that the book was read</td>
</tr>
<tr>
<td>User Text 1</td>
<td>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.</td>
</tr>
<tr>
<td>User Text 2</td>
<td>Second user-definable text field</td>
</tr>
<tr>
<td>User Lookup 1</td>
<td>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</td>
</tr>
<tr>
<td>User Lookup 2</td>
<td>Second user-definable lookup field</td>
</tr>
</tbody>
</table>

### Credits

© 2008 Bitz & Pixelz BV
<table>
<thead>
<tr>
<th>Credits</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Characters</td>
<td>Characters in the book story.</td>
</tr>
<tr>
<td>Contents</td>
<td>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.</td>
</tr>
<tr>
<td>Original</td>
<td>Original-language title of the book (for books that have been translated)</td>
</tr>
<tr>
<td>Original Title</td>
<td>Original-language subtitle</td>
</tr>
<tr>
<td>Original Subtitle</td>
<td>Publisher of the first original-language edition</td>
</tr>
<tr>
<td>Original Publisher</td>
<td>Country of the original edition</td>
</tr>
<tr>
<td>Original Country</td>
<td>Publication date of the first original-language edition</td>
</tr>
<tr>
<td>Original Publication Date</td>
<td>Language of the original edition</td>
</tr>
<tr>
<td>Original Language</td>
<td></td>
</tr>
<tr>
<td>Plot</td>
<td>Description of the storyline of the book.</td>
</tr>
<tr>
<td>Notes</td>
<td>Personal remarks about the book.</td>
</tr>
<tr>
<td>Covers</td>
<td>Picture of the front cover of the book. See File Management for more details on how images are stored.</td>
</tr>
<tr>
<td>Front Cover</td>
<td>Back Cover</td>
</tr>
<tr>
<td>Links</td>
<td>Links to external files or websites. See Links for more info.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the link; will be shown in the Details View.</td>
</tr>
<tr>
<td>URL</td>
<td>The actual link; either a URL for an online link or the absolute filepath for a file on your local computer.</td>
</tr>
<tr>
<td>Related Topics</td>
<td>Editing Books</td>
</tr>
<tr>
<td></td>
<td>Exporting data to text format</td>
</tr>
<tr>
<td></td>
<td>Printing</td>
</tr>
<tr>
<td></td>
<td>Exporting data to HTML</td>
</tr>
</tbody>
</table>
Exporting to PDA/iPod/XML

7.12 Shortcut keys

Main screen

**Book Collector**

- Preferences
- Quit Book Collector

**File menu**

- New database
- Open database
- Save database
- Save database as
- Page setup
- Print

**Edit menu**

- Undo last edit action (in the edit panel)
- Redo last (undone) action.
- Cut
- Copy
- Paste
- Select all
- Select Random
- Add Book manually
- Edit Book
- Edit Multiple Books
- Duplicate Book
- Remove Book
- Special Characters

Help menu

- Start up this manual

**Edit Book screen**

- Clear field (only when editing multiple books)
7.13 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 the program, 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 the program.

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:
  ~/Library/Application Support/Book Collector/Templates
  Make sure you preserve the folder structure in the zip file.
- Start Book Collector. The new template will now show up in the program. Note that the type of the template (view, export or print) determines where it shows up in the program.

Related Topics
Main screen
Printing
Exporting data to HTML

7.14 File management

Database files
A Book Collector database is a single file with the extension .bkc. When the active database file is opened, a copy of it is made and placed in the Backup folder. The structure of the file name is 'Backup of <filename>.bkc'. Also see backing up your data.

It is possible to maintain multiple database files. In most cases we recommend storing all your books in one file 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. 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 location of the database file can be found through the menu **File | Save As.**

**Images**
The book cover images are stored as individual files, not in the database file. The database files
have links to the images. The default storage image folders are specified through menu **Book
Collector | Preferences**, tab **Images.**
If you move the images to a different folder, you will need to update the image links to get them to
display again.

**XSL Templates**
The software uses a number of pre-defined templates, which are placed in a folder under the location
of the program itself: You may also place your own template in that folder:

```
~/Library/Application Support/Book Collector/Templates
```

See XSL templates to learn more about their usage.

**Search Scripts**
Book Collector uses Perl scripts to search and download from the info sources. By default the
software downloads the latest versions of the scripts from our website before performing 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.

**Related Topics**
Making backups of your data
XSL Templates
Adding Images manually
Update File Links

**7.15 License agreement**

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