Book Connect

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Collectorz.com

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1. Getting Started

Welcome to Book Connect, a web-based tool for cataloging your book collection.

This software will help you create your own book database with a minimum of manual data entry. Just search our “Core” online book database, by book author and title or by ISBN, and all book details will be provided automatically including author, publisher, genres, subject cover art, etc…

Now let’s you get you started.

Are you just starting out with Book Connect?

Then lets start adding books!

1. Click the **+ Add Books** button in the toolbar. The Add Books screen will appear.
2. On the ISBN tab, type in the ISBN of your book and click “**Search**”.
3. Now click the big blue “**Add to Collection**” button on the bottom right to add the book to your database.

Congrats! You have just added your first book!
Learn more about adding books by author and title, by ISBN, or by manual entry.

Already have a list of your books in a different program?

No problem at all, you can import that data straight into Book Connect

1. Export your existing data to a CSV file. You will get the best results if your data contains ISBNs!
2. Choose “**Import from Text File**” from the menu.
3. Choose the file you just exported.
4. Pick the format settings to match our CSV file.
5. Select the Fields to match the fields in your CSV file (**very important!**)
6. Click the blue “**Import Books** button at the bottom.

Learn more about Importing Text Files.

Already using CLZ Books or Book Collector?

Excellent, then you probably already have books entered in those mobile and/or desktop solutions. Of course, you won’t have to re-enter those.

Just **Sync with CLZ Cloud** from your CLZ Books mobile app or from the Book Collector desktop software and your data will be immediately available in Book Connect.

After doing additions or changes using the Book Connect software, just use Sync with CLZ Cloud again to

download those change to the app or desktop program.

2. Adding books

Adding books to your database is quick and easy, no need to do a lot of manual entry. Just search our CLZ Core online book database for your book, either by author and title or by ISBN, and you will get full book details automatically, including the author, publisher, genres, subject cover art, etc…

In Book Connect, there are 3 ways to add books:

- **By ISBN**: search Core by entering or scanning ISBN barcodes.
- **By Author and Title**: search Core by author and title and select from the results.
- **Manually**: enter all book details manually.

2.1. Adding books by ISBN

You can search and add books to your collection by ISBN with the Add Books screen. ISBNs added to the queue will instantly show title, author, ISBN, publisher, format and a cover image.

You can either search 1 ISBN to add to your collection/wish list, or search multiple ISBNs and add them all in one go.

1. Click the **+ Add Books** button in the toolbar. The Add Books screen will appear.
2. In the Add Books screen, select the ISBN tab at the top.
3. Enter or scan the ISBN into the search box.
4. Click *Search* to add the ISBN to the add queue and instantly find your book.
5. Now click the big "**Add to Collection**" button on the bottom right.

You can type/scan multiple book ISBNs and search them. They will all be stored in the left hand panel for you to add in one go with the button bottom left.

> ✻ Accidentally typed/scanned a wrong ISBN or decided you don't want to add it? Click the "**Edit**" button at the top of the list of ISBNs and use the red "*X*" button to remove the ISBN from the list.

Scanning ISBNs with your phone or tablet

You can use it to scan ISBNs into the Add Books screen directly using your phone or tablet, you can scan and enter ISBNs with our free barcode scanning app CLZ Scanner.

1. Click the CLZ Scanner icon in the far right of the ISBN entry box and follow instructions to download the CLZ Scanner app **and** log in to the app.
2. Go back to the Add Books screen and scan some ISBNs.

More information and a screenshot can be found in the "Scanning barcodes with CLZ Scanner" topic.

2.1.1. Scanning ISBNs with CLZ Scanner

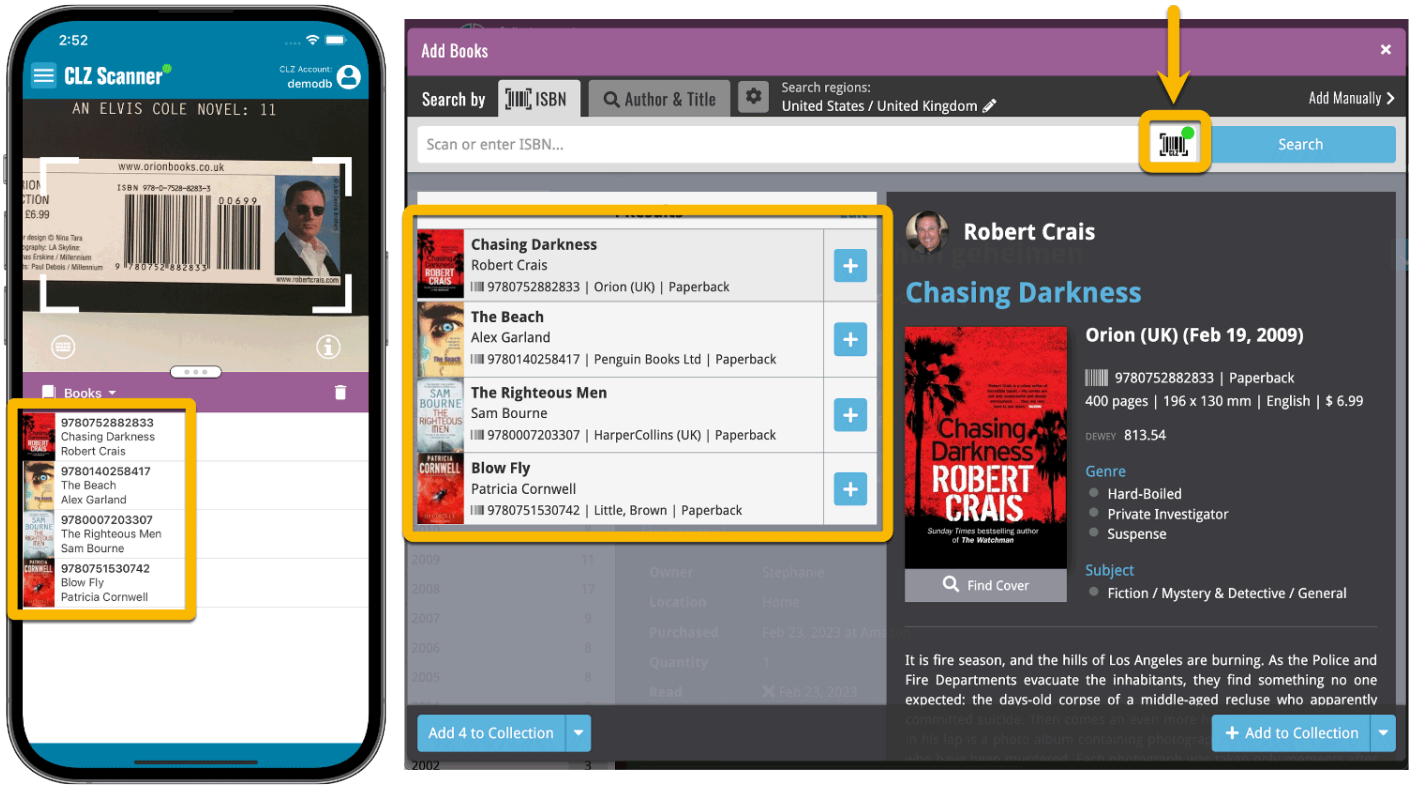
CLZ Scanner is a barcode scanner app. You can use it on your phone to scan ISBNs and then instantly send those scanned ISBNs to the Add Books screen of the Book Connect software. From there, you can then easily and comfortably add the scanned books to your collection.

How to get started with the CLZ Scanner app:

Getting started with CLZ Scanner is super quick and easy. Here's how:

1. In Book Connect, open the Add Books screen and go to the ISBN tab.
2. Click the CLZ Scanner icon in the far right of the ISBN entry box and follow instructions to download the CLZ Scanner app **and** log in to the app.

When set up, just scan ISBNs with the app and they will automatically appear in the ISBN queue of Book Connect's Add Books screen!



Using CLZ Scanner

Next time you want to use CLZ Scanner, you don't have to go through those steps again. CLZ Scanner can sync to your ISBN queue even while you do not have Book Connect open:

1. Scan ISBNs with CLZ Scanner app.
2. Open the Add Books screen in Book Connect and the ISBNs will automagically show up in your ISBN

queue!

You don’t even have to be online with your phone while scanning. You can still scan to your app’s queue while offline. The queue will then sync the first time you are online with the app again.

Or: you do have the Add Books screen open while scanning and the scanned barcodes will instantly sync to your ISBN queue there. And when you add a book, the ISBN will be removed from your queue on both sides automatically.

2.2. Adding books by author and title

You can search and add books to your collection by entering the Author and Title of a book, then select and add from the search results.

1. Click the **+ Add Books** button in the toolbar.
2. In the Add Books screen, select the Author and Title tab at the top.
3. Enter the author and title of the book you want to add.
4. Click Search and select your book from the search results.
5. Now click the big “**Add to Collection**” button on the bottom right.

That’s all you need to know to add books. However, there’s more to this screen:

- Try the Find Cover button there to select a different cover image.
- Use the arrow in the “Add to Collection” button to switch it to “Add to Wish List”.

> TIP: To get more specific results, you can include the publisher and publishing year of the book in your search terms.

2.3. Adding books manually

If we do not have the book you're looking for, you can choose to add your book manually. You will be offered to add a book manually if you don't get any results, or scroll to the bottom of the results.

If you wish to skip searching you can directly add a book manually by clicking "*Add Manually*" top right of the Add Books screen.

1. Click the **+ Add Books** button in the toolbar. The Add Books screen will appear.
2. Click **Add Manually** top right.
3. Enter book details and click "**OK**" to add it.

3. Managing your database

- Editing a book entry
- Editing multiple in one go
- Removing book entries
- Managing pick lists
- Linking books to Core
- Clearing your database
- Managing Loans

3.1. Editing a book entry

All editing takes place in the “Edit Book” screen, which you can open with the Edit button:

In this screen, you can find all the book’s properties, on multiple tab pages. Many of the book details will already be filled in, provided by our online database. You can modify it all, to change or to complete the information.

However, the main reason to edit your book entries, is to add information that is specific to you, e.g. when and where you purchased the book, who in your household owns it, your personal notes or ratings, etc…

Example of adding a “Location” to one of your books

1. Edit the book in your collection.
2. Click on the “**Personal**” tab.
3. Top left of this tab you should spot the “**Location**” field for you to enter the location in.
4. Click “**OK**” to save.

After editing some fields, click the **OK** button to save the changes. If you’re unhappy with the changes, click **Cancel**.

3.2. Editing multiple in one go

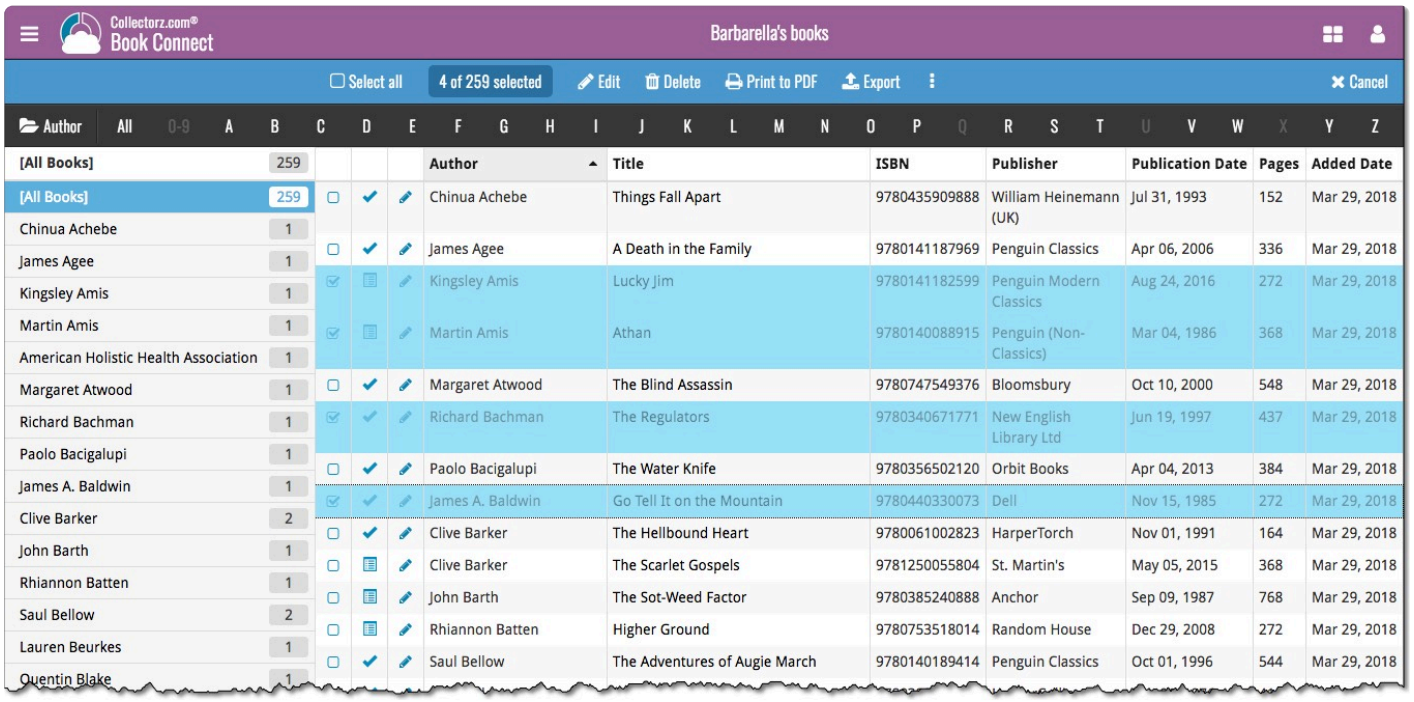
You can edit multiple books in one go by using the Edit Multiple screen.

> ! Edit Multiple is the **only** feature in Book Connect that can overwrite existing data. Use it with great care.

1. Select multiple books

To begin, you need to select the books you want to edit. To select books, click the checkboxes on the left of each book entry in the list. Checkboxes are also available in Card View and Images View, just hover your mouse over a book.

The Select Mode is automatically activated as soon as you checkbox the first book, clearly indicated by the blue Batch Action Bar that replace the regular toolbar.



2. Use the Batch Action Bar

While in Select Mode, the blue Batch Action Bar is visible, always showing you the number of selected books. Also:

- Use the “Select all” checkbox to select all books in the current list in one go
- Use the “x Cancel” button on the right to leave Select Mode
- And of course, use any of the action buttons (Edit, Delete, Print, Export, Duplicate and Loan) to perform an action on the selection books

You can clear a value for all books in your selection by using Edit on multiple books, then checking the box and leaving the field empty.

3.3. Removing book entries

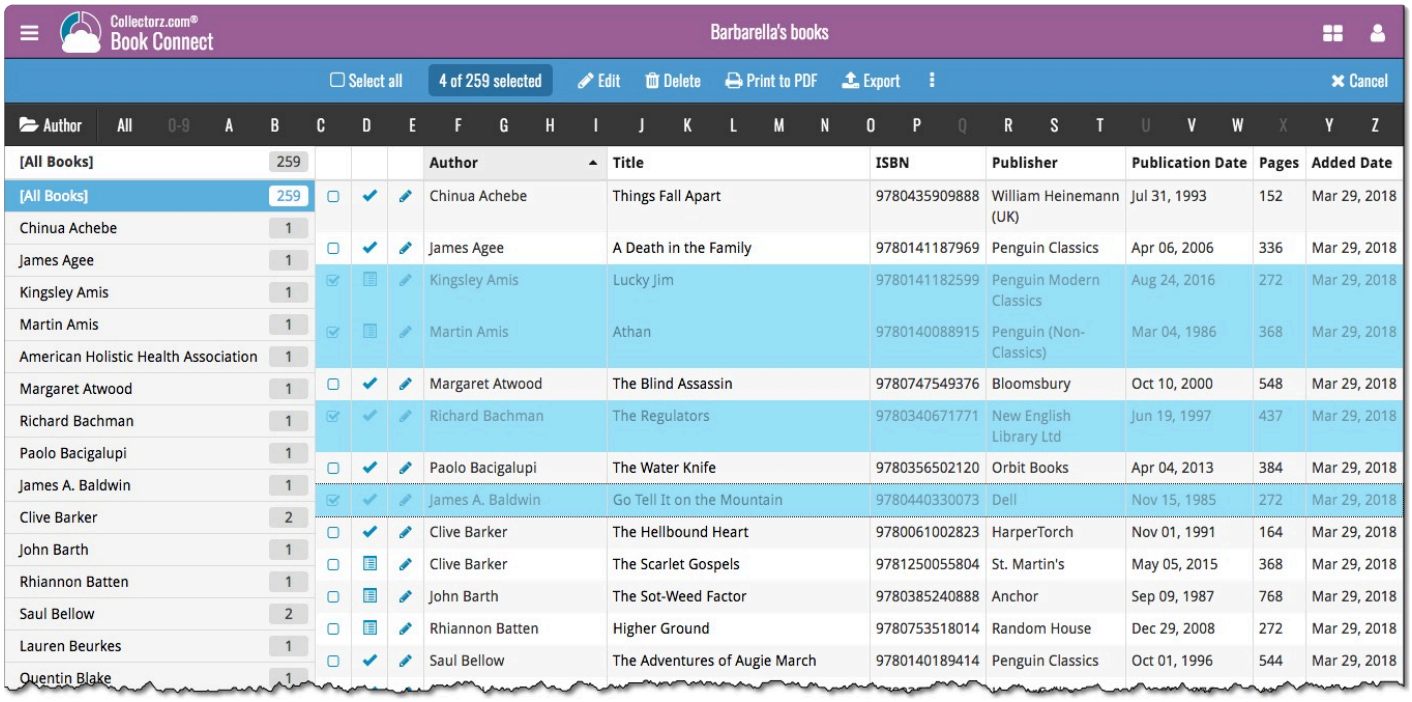
You can remove a book from your collection from the details page, or select multiple in one go and remove them.

Removing 1 book

1. Click on the book you wish to remove.
2. Click the "**Remove**" button at the top.
3. Confirm by clicking the red "**Remove**" button.

Removing multiple books in one go

Select the books you want to remove. To select books, click the checkboxes on the left of each book entry in the list. Checkboxes are also available in Card View and Images View, just hover your mouse over a book.



Then use the blue **Batch Action Bar** and click the **Remove** button.

Remove all books

1. Click the menu icon top left.
2. Click "**Clear Database**" from the menu.
3. Confirm by clicking "**Yes**".

3.4. Managing pick lists

With every book you add to your collection, Book Connect stores common information in pick lists. Examples of pick lists include Genre, Format, Location, Owner, etc.

With the Manage Pick List screen you can modify all pick list items. With it you can add, edit, remove and merge pick list items.

How to edit, merge or remove pick list items:

Start by opening “**Manage Pick Lists**” from the menu top left. Now use the **dropdown menu** to choose which pick list you want to work on.

- To **edit** one of the pick list entries, just click on it.
- To **merge** entries, select them with the checkboxes, then click the merge button:
- To **remove** a pick list item, use the X button.

You can use the **search box** to quickly find a pick list item in the chosen list.

Warning: any change you make to an existing pick list item will **affect all books** that also use that pick list item.

To **add** a new pick list item, use the Edit Book screen and enter something new for one of the fields.

When do I use the Manage Pick Lists screen?

Below are some example situations to help you understand when you can use this screen to fix issues with certain pick list fields.

Quickly fix bad spelled list items for multiple books in 1 go:

Example: You may have added a “Country” to a book and also already added that country to many other books and only find out now that it wasn’t spelled correctly. This may mean you already have tens and tens of books with the bad spelled country.

The Manage Pick Lists screen can help you sort that out: Use it to find the country in the country list, and edit the entry. Fix the spelling mistake, and when you’re done all books with that country will now have the new and correct spelling.

Use it to merge duplicate list items or a merge strange spelled formats in your list items:

It can happen that duplicate list items appear in Connect. It could be that we spell a format differently than you have in the past.

Example: If you notice you have a duplicate format (for instance the format: “Blu-ray” and “Blu-ray Disc”), you can merge them using the Manage Pick List screen in the app to 1 single format. Doing this will instantly update all books that used one of those 2 formats to now show the new one.

> Any pick list item that you change will affect all books that use that value. For instance: you can change the spelling of an “owner” name in Manage Pick Lists, which then instantly modifies all books in your database that have that same owner name.

3.5. Linking books to Core

Book Connect is built around our central online database: ***Core for Books***. All factual book details and cover images are used and shown directly from *Core for Books*.

This factual book data is not stored per user. Instead, it is stored only once, inside Core for Books then linked to for every CLZ Cloud user that owns that book.

So in order to see full book details and cover images in CLZ Cloud, it is essential that your book entries are linked to the corresponding entries in Core for Books.
Without linking, your book entries will show up as simple Title entries, with just the personal data you may have filled in.

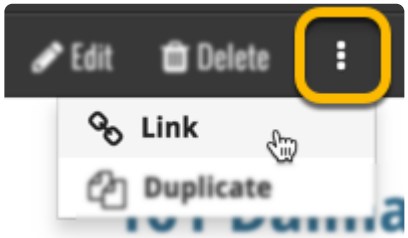
> ✻ If you use the “Add Books” popup to add your books to your collection, your books will be linked already!

How to link your books

If you have been using the Add Books screen to catalog your books, then most, if not all of your books will already be linked.
Books that you’ve added manually can be linked to entries in the central database.

You can also link books to a specific edition to get specific edition information if you want.

- Click on the book you want to link.
- Click the “**More**” icon and click “**Link**”



- The “**Link Book**” page opens.
- Search for the book and pick the correct result.
- Click the blue “**Link this Book**” button to finish.

> ✻ Expand a result to see editions if you wish to link to a specific edition of a book.

The advantages of linking and central shared data in Core for Books

Automatic Updates: When our content managers or other users update the book information in *Core for Books* (e.g. to add a better cover image, to improve data, or to fix a typo), you will immediately see those changes in your collection, so your collection always automatically shows the latest version of the data and cover art.

It's fast: Sharing the factual book data means that its retrieval can be optimized (e.g. by caching), resulting in a smooth experience when browsing your collection.

It's efficient: Shared factual book data is only stored once, which means our servers are not clogged by duplicate copies of data and images (that are all the same for every user). This also makes it possible for our systems to make daily backups of your book collection data.

What if a book is not in Core for Books?

If you can't find your book when you try to link it, you can use the Report button at the bottom of the search results to report the missing book to us.

3.6. Clearing your database

Need to start over? You can remove all books from your database.

Remove all books

1. Click the menu icon top left.
2. Click “**Clear Database**”.
3. Confirm by clicking “**Yes**”.

3.7. Managing Loans

Do you loan out books to friends and family? If so, you can use Book Connect to keep track of those loans!

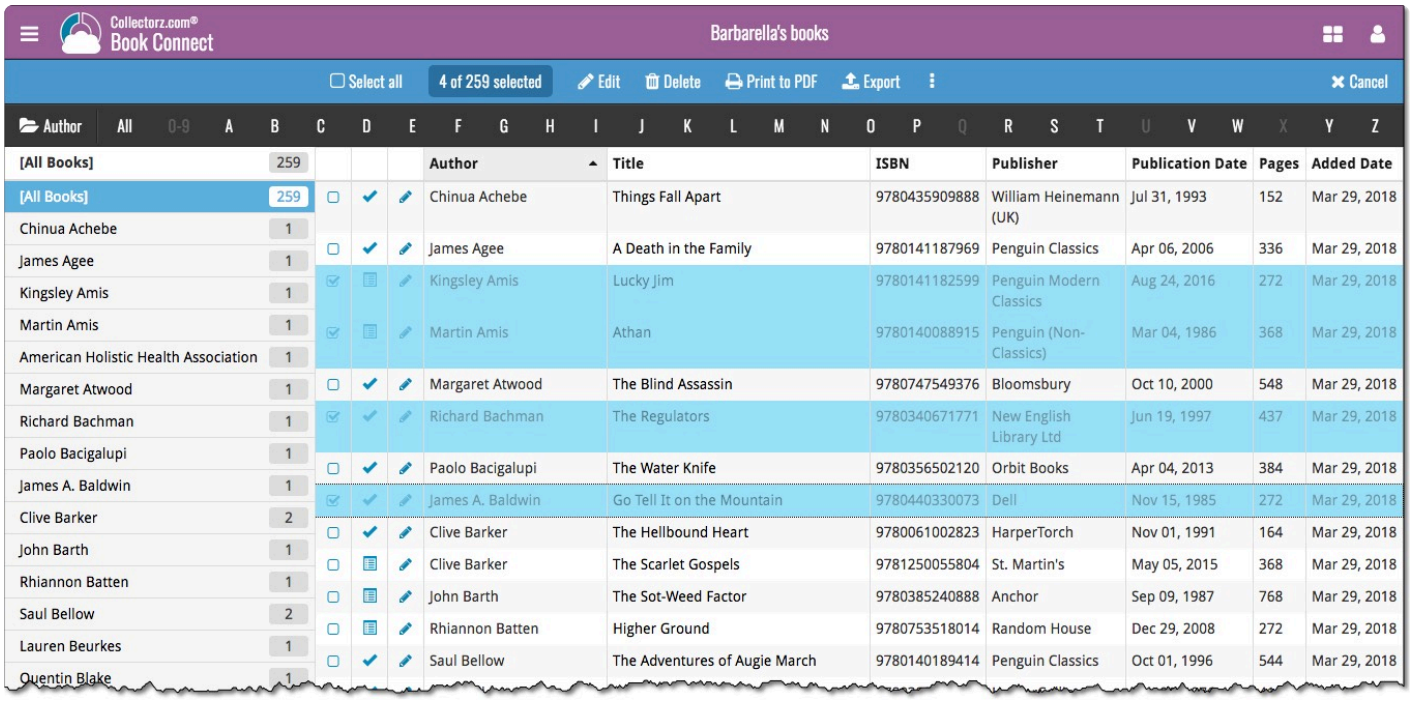
Loaning a book

To loan a book, find and click it in your list, then click the “Loan” button at the top of the page.

Loaning multiple books in one go

If you’d like to loan a couple of books to one person in one go, you need to **select the books you want to loan out** first. To select books, click the checkboxes on the left of each book entry in the list. Checkboxes are also available in Card View and Images View, just hover your mouse over a book.

The Select Mode is automatically activated as soon as you checkbox the first book, clearly indicated by the blue Batch Action Bar that replace the regular toolbar.



Now click the menu button (3 vertical dots) on the blue Batch Action Bar and select “**Loan**”. Fill in a person to loan the item to, and the Due Date too. Click “**Loan Comics**” to finish.

Keeping track of your loans

Click the menu top left, and then “**Loan Manager**” where you can see all your loaned out items, and directly return them. Alternatively you can also use CLZ Barry to scan a barcode of a book, find it in your outstanding loans, and return it.

In the Loan Manager, you can click on a loaned item to modify the loan date, due date, return date, loaner and notes about the loan.

Print current loans to PDF

You can print out all your current loans to a PDF file by clicking the Print to PDF button in the Loan Manager screen. Alternatively, you can select a single loaner from the dropdown menu there, and only print out his/her current loans to a PDF file!

3.8. Multiple collections

Book Connect allows you to have multiple sub-collections within one account. The collections will appear as little tabs at the bottom (e.g. like in Excel), so that you can easily switch between them.

Create and manage collections

You can create a new collection, rename existing collections, remove a collection or change their order (drag and drop) in the Manage Collections screen.

You can find the “**Manage Collections**” screen via the menu top left.

Moving book(s) to other collections

You can freely move one or multiple books between collections in your database file.

1. **Select the book(s) you wish to move** by clicking checkboxes on the left of each book entry in the list.
2. In the blue selection bar at the top, click on the “more icon” (3 vertical dots) and select **Move to other collection**.
3. Select the collection you wish to move it/them in.

3.9. Find duplicate books

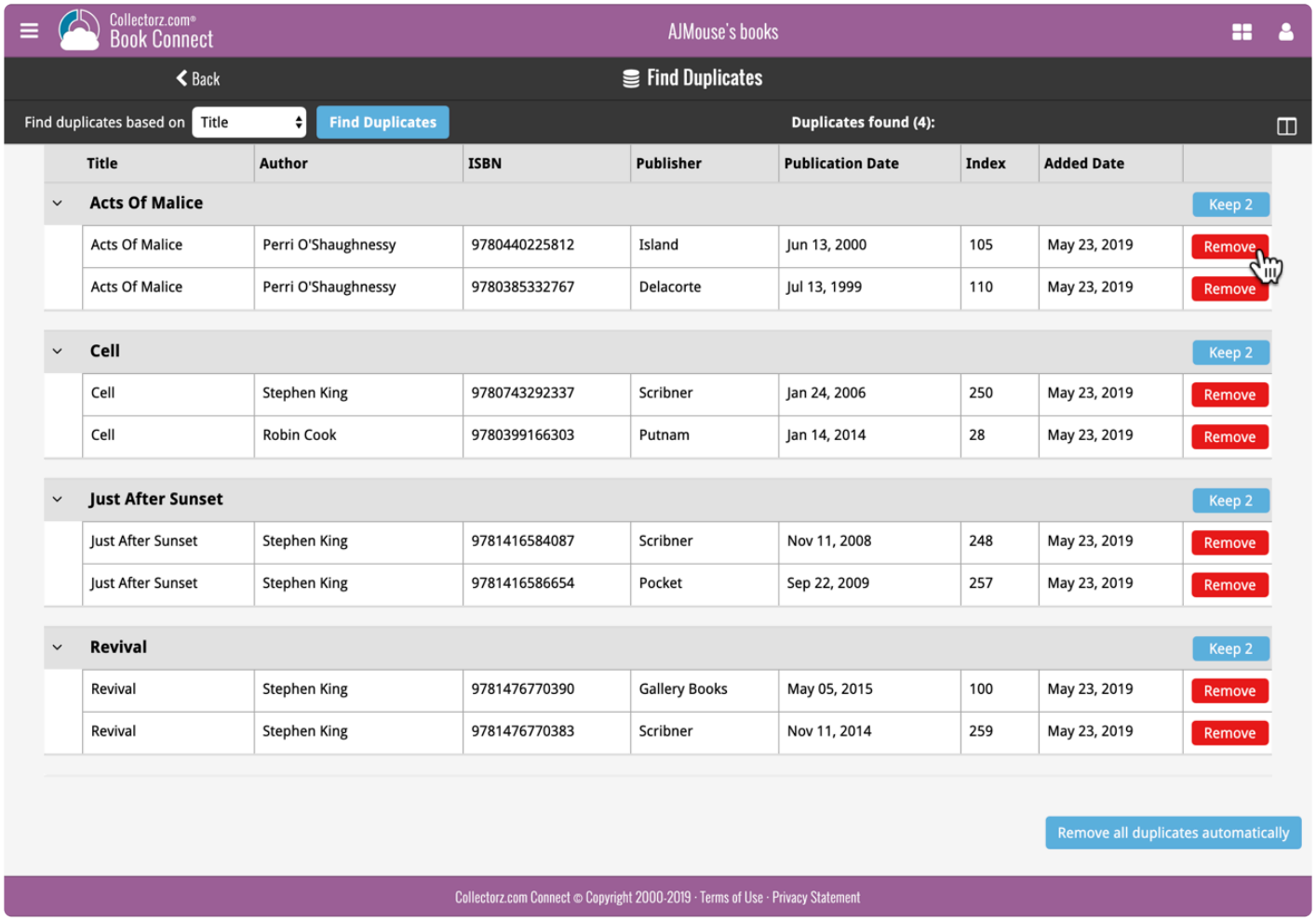
You can use this tool to find out if you've accidentally added multiple versions of the same book, but perhaps with a different barcode or something else.

Find and remove duplicate books

1. Click the menu icon top left and click "**Find Duplicates**".
2. Select which field to find duplicates on using the dropdown menu
3. Click "**Find Duplicates**" to find your duplicates.
4. Now use the blue "**Keep**" button to keep a group of duplicates, or use the red "**Remove**" button to remove a duplicate!

If you click "Remove all duplicates automatically" the program will remove all duplicate entries and will only keep 1 single entry (the oldest one) in your database.

> Use the **columns button**, top right, to set up the columns you'd like to see!



3.10. Re-assigning Index Numbers

How Index numbers work

{Book Connect} automatically assigns and increments index numbers. The Index value is assigned when you add an book to the database. The next book you add to your collection will have an index number that is incremented by 1. Each Index number is only used once. When a number is deleted, the next added book will still increment on the highest index number present in your collection.

Example:

- You have #s 1,2,3,4,5,6,7,8,9,10
- You delete #4
- The next book you add will automatically be #11. #4 will not return.
- If you manually change #11 to #4, the next book you add will be #10, as #9 was the highest in your collection at that point.

Automatically Re-assign Index Numbers

If you automatically want to fill in any gaps that might've appeared over time, you can re-assign index numbers:

1. Open the menu top left and select "Re-Assign Index Values".
2. Now choose which fields you want to sort all items on, and it will assign index numbers based on that sorting.

> ! Automatically re-assigned Index numbers can not be reverted.

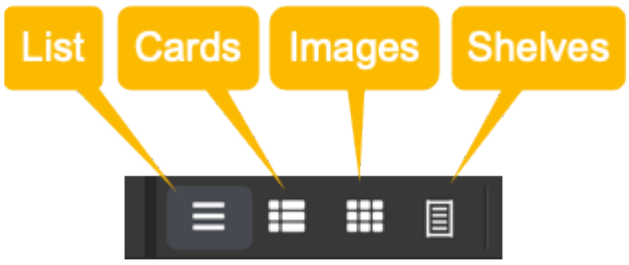
4. Browsing your book list

- List, covers or cards
- Choosing columns
- Sorting your book list
- Searching
- Alphabet bar
- Using folders
- Collection vs Wish List
- Statistics

4.1. List, cards, covers or shelves

Book Connect comes in 4 different views that you can set. List, Cards, Covers and Shelves

To switch to a different view, click the view button on the toolbar:



Try it out!

List View

The list view shows all your books in a neat list. You can choose your own columns in this view to select which data columns you want to see in your list.

Card View

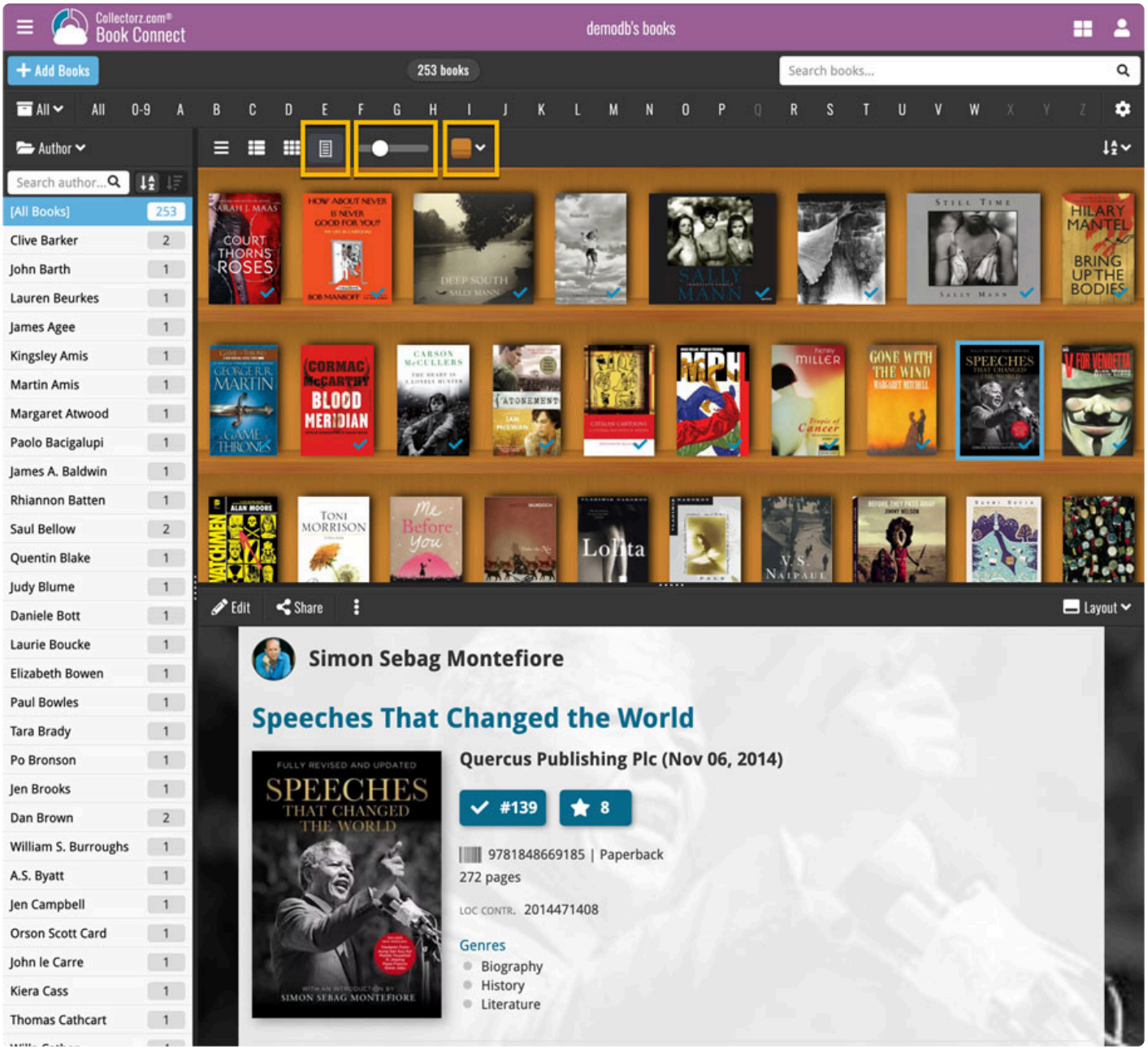
The card view shows your books in cards, with the most important identifying information about the book. Hover your mouse over a book to reveal an edit button to edit it directly.

Cover View

The cover view shows all the front covers of your books. Hover your mouse over a book to reveal an edit button to edit it directly. Use the slider to control the size of the images.

Shelves View

The shelves view shows all the front covers of your books on shelves. Hover your mouse over a book to reveal an edit button to edit it directly. Use the slider to control the size of the images on the shelves, and even pick from several different shelf styles!


Collectorz.com® Book Connect
demodb's books
Add Books
253 books
Search books...
Author
Search author...
[All Books] 253
Clive Barker 2
John Barth 1
Lauren Beurkes 1
James Agee 1
Kingsley Amis 1
Martin Amis 1
Margaret Atwood 1
Paolo Bacigalupi 1
James A. Baldwin 1
Rhiannon Batten 1
Saul Bellow 2
Quentin Blake 1
Judy Blume 1
Daniele Bott 1
Laurie Boucke 1
Elizabeth Bowen 1
Paul Bowles 1
Tara Brady 1
Po Bronson 1
Jen Brooks 1
Dan Brown 2
William S. Burroughs 1
A.S. Byatt 1
Jen Campbell 1
Orson Scott Card 1
John le Carre 1
Kiera Cass 1
Thomas Cathcart 1
Edit
Share
Layout
Simon Sebag Montefiore
Speeches That Changed the World
Quercus Publishing Plc (Nov 06, 2014)
#139
8
9781848669185 | Paperback
272 pages
LOC CONTR. 2014471408
Genres
Biography
History
Literature

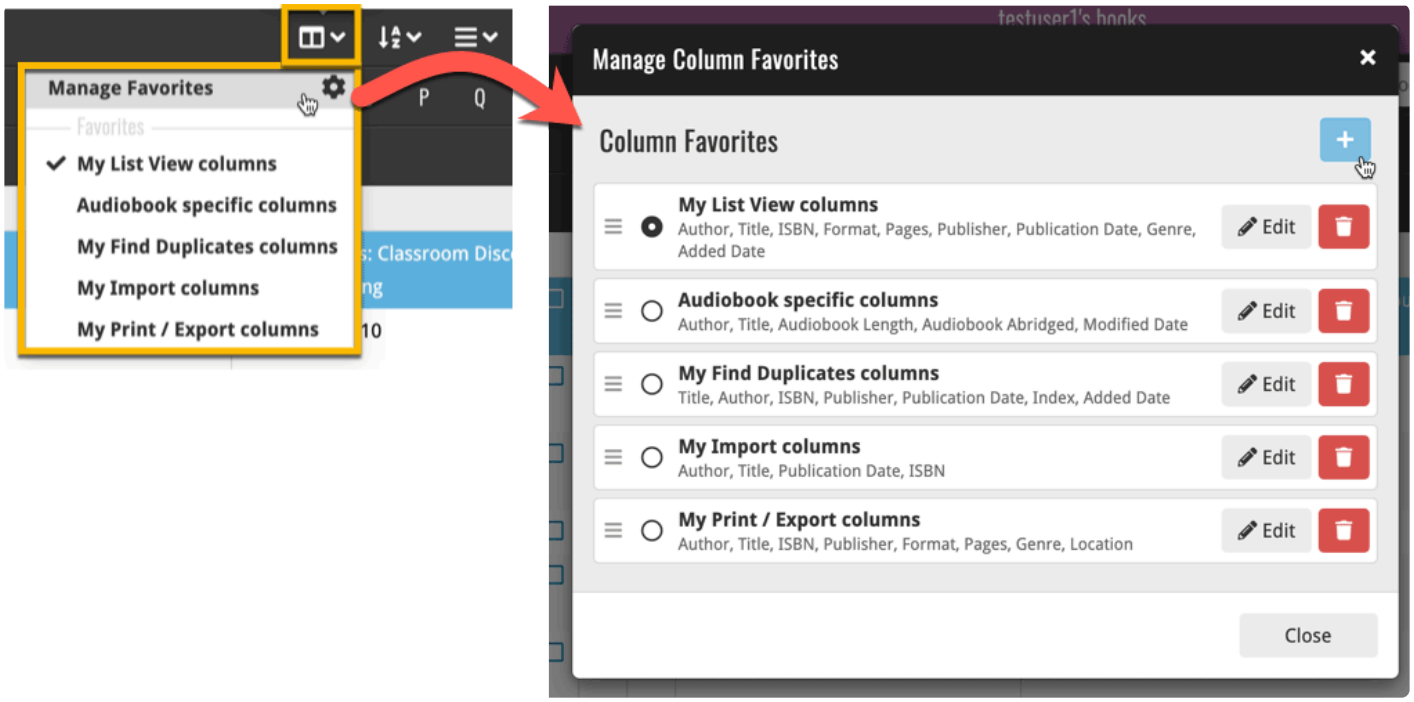
4.2. Choosing columns

While in list view (with rows of books), you also see columns. You can choose which columns you wish to see, based on which information you find most important per book. Maybe you want to make sure you always have your Location column in view: in that case, choose “Location” as one of your columns. You can also choose in which order the columns should show.

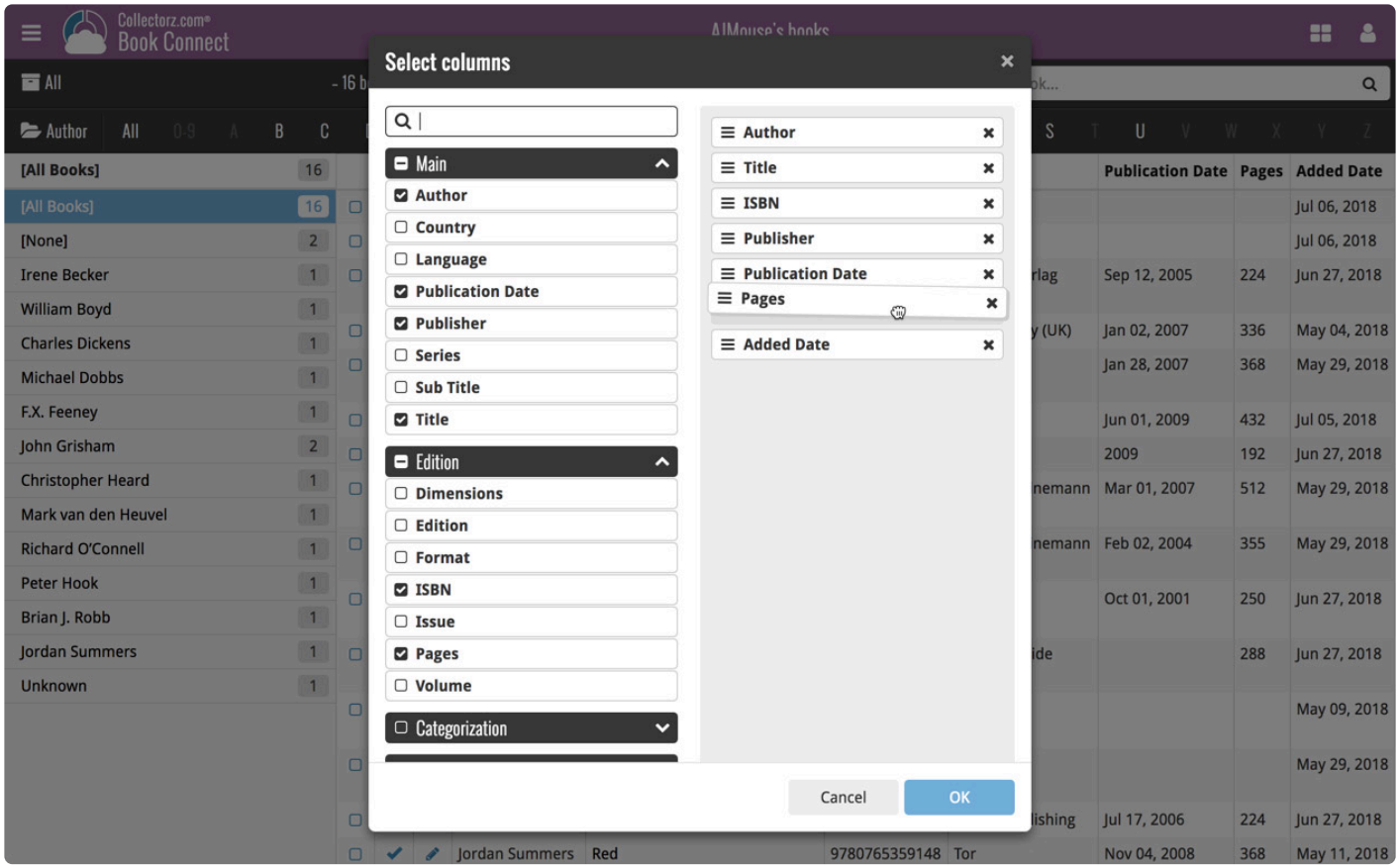
Choosing favorite columns with the column button

While in list view, click the columns button on the toolbar:

To create and manage your Favorites, choose Manage Favorites:



Select “Edit” to edit a favorite set, or click the “plus” button to add a new column set.



Find the fields you wish to add as columns, and use the checkboxes to select them. Drag them in the order you want them. Click “OK” to save your column selection.

4.3. Sorting your book list

Sorting changes the order in which your books are displayed. You can sort your books in various ways. The most basic way to do this is by clicking a column header, but you can also use the sort button and pick a field to sort on.

Sorting by clicking a column header

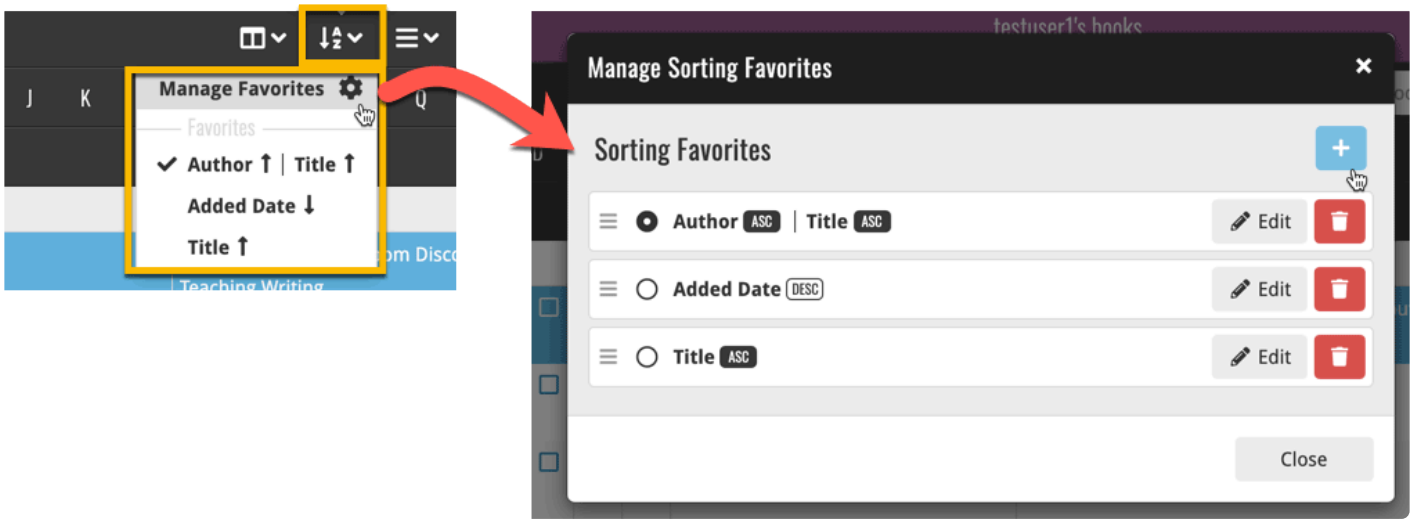
This is the easiest way to change the order of your books. While in list view, you can click a column header to immediately sort your books on that field. Click it again to reverse the sort order.

For example, you can click the Title column header to sort your books by Title:

Sorting using the sort button

Sorting using the sort button gives you some more power to sort your books. To begin, click the sort button on the toolbar:

To create and manage your Favorites, choose Manage Favorites:



Select “Edit” to edit a favorite set, or click the “plus” button to add a new sort set.

Find the field you wish to sort on on the left side (you can also use the search box at the top) and use the checkbox to select the field. Then choose if you wish to sort ascending (ASC) or descending (DESC). Click “OK” to save your sort order.

> Say you wish to sort your books on Year first, and then on Title, you can checkbox a second field (or even more) in the “Select sort order” screen.

Want to group your items together in folders? Check out how to do that under “Using folders”.

4.4. Searching

If you're looking for a particular book in your collection, your best bet is usually to use the search box. Typing a few letters in the search box will give you instant suggestions you can click – and quite often gets you to your book fastest, but you can also hit enter on your keyboard to perform a full search on your collection.

Quick Search on your own collection

The quickest way to find the book you're looking for is to use **Quick Search** top right.

You can just type a few letters and select the book you're looking for. We're calling this "*Search-as-you-type*" and you may recognise it from your Add Books screen.

Extensive search on your own collection

If you wish to perform a deeper search on more fields you can do an extensive search by hitting enter after typing (or click "View all results"). This option searches more fields in your collection and then shows you all found matches.

The extensive search searches the following fields:

- Title
- Subtitle
- Author
- ISBN
- Dewey
- LoC Classification
- LCCN
- Year
- Publisher
- Series
- Notes
- Plot

Searching folders

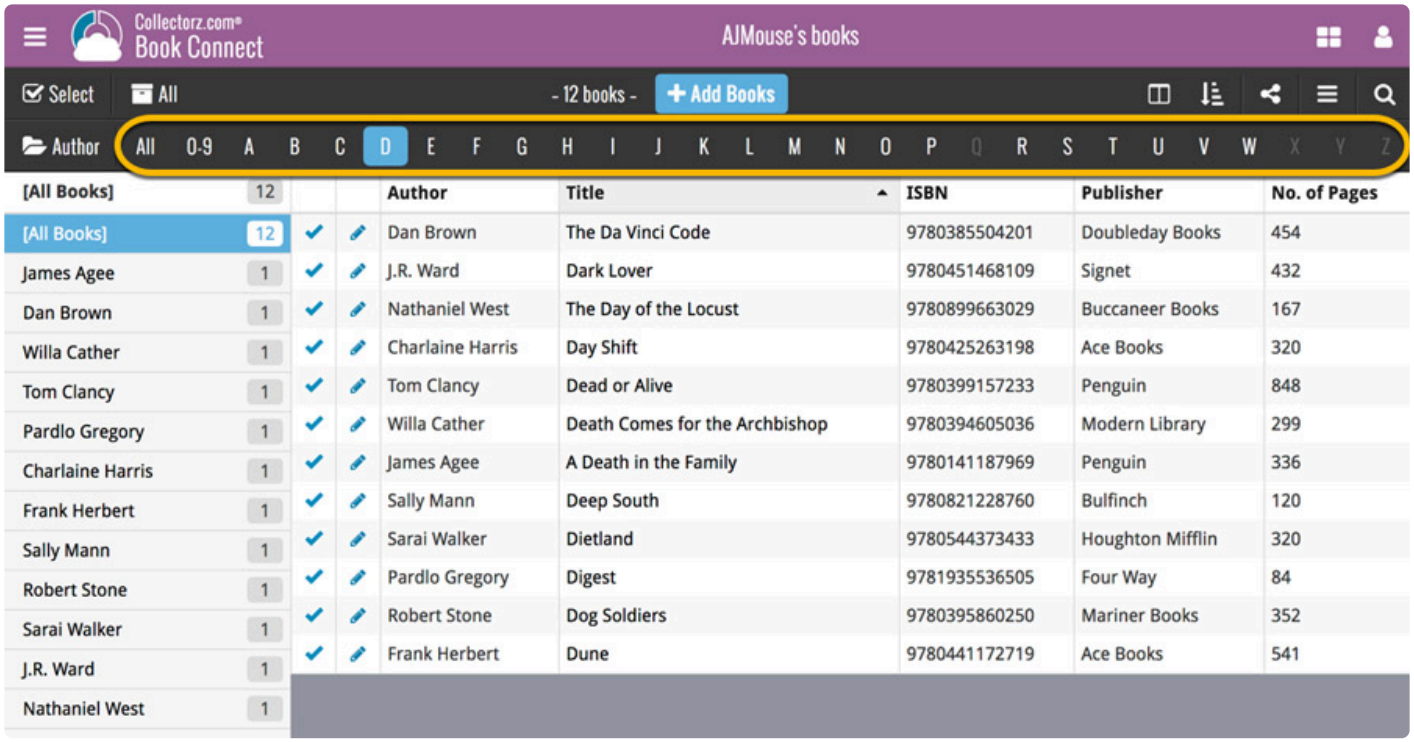
The folder panel panel is a powerful way to browse and filter your collection. Just group by Author, or Publisher, etc… click a folder and the list will give you all books for the selected Author or Publisher.

To quickly find a specific folder use the search box right above the folder panel, that lets you instantly search/filter the folder panel as you type! Just typing a few letters is often enough to bring the folder you are looking for into view.

4.5. Alphabet bar

At the top of your screen you will find the alphabet bar with 28 buttons, “All”, “0-9” for numbers and then “A” to “Z”.

You can use the alphabet bar to quickly filter your books by their first letter.



Clicking a letter button immediately filters down your list to show only the books starting with that letter. So for instance, click the “A” to see all books beginning with the letter A.

On mobile devices or smaller screens, the alphabet bar can be found under the AZ button at the top.

4.6. Using folders

You can group your books into folders. You have a couple of presets to choose from, and your books will automatically be grouped for you based on the information stored inside them.

For example: If you folder group on “Genre”, and you have a book with “Romance” filled in as its Genre, then that book will appear in the “Romance” folder.

To try this out yourself, click the **folder icon** top left and pick a field you wish to group your books on. Now click on a folder to see the books that are inside.

You’ll also notice you have an “[All Books]” folder at the top. Click it to see all your books.

See it in action:

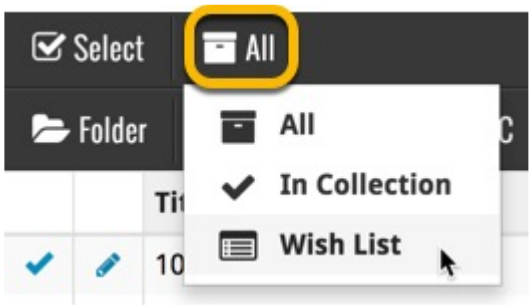
4.7. Collection vs Wish List

Book Connect can be a great help in keeping track of the books you own or plan to buy. Using the “Collection Status” field for each of your books you can track if a book is in your collection, or on your wish list.

Viewing Collection or Wish List items

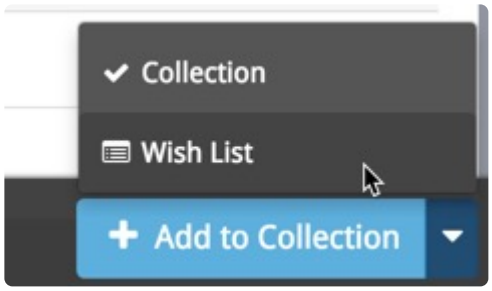
You can filter your books based on what their collection status is. So you can pick to see all your books, just the ones that are in collection, or just the ones that are on your wish list.

To do this, use the dropdown on your toolbar and pick your collection status filter:



Adding books to your Collection or Wish List

While adding books to your collection you can indicate if you want to add the book to your Collection or to your Wish List:



If you try to add a book that is already on your wish list, Book Connect will ask you if you want to “move” the book to your “Collection”. This changes the collection status for your existing book!

Editing books to change the “Collection Status” field

To change the collection status of a book you have to edit it: Click the edit pencil for a book to open the Edit Book screen. Change the Collection Status at the bottom of the Edit Book screen.

4.8. Statistics

If you want to find out some statistics on yourbooks, we've got you covered.

1. Click the menu icon top left.
2. Click "*Statistics*".

Find out your most recent additions and much more there.

5. Importing / exporting

- Sharing online
- Printing to a PDF file
- Importing a text file
- Exporting to a text file
- Creating a local backup

5.1. Sharing online

If you want, you can share your collection with friends so they can see which books you have!

Your public CLZ Cloud link

To find out your public Cloud Share link, click the menu icon top left and select “**CLZ Cloud Sharing**”. Copy the link under “**Public Cloud Sharing**” and send it to your friends!

You will find the **Share** button on book details pages too so you can share a book details page directly with a friend.

Privacy

You can change your CLZ Cloud data visibility in the settings screen to hide your collection partially or completely from the outside world if you want.

To do this, click the menu icon top left and select “**CLZ Cloud Sharing**”.

Your CLZ Cloud Visibility options:

You will find 3 options under CLZ Cloud visibility, here’s what they mean:

Private	**Nothing shown to anyone**, only visible when you’re logged in.
Partial	Visible to everyone with your CLZ Cloud link, but **no personal fields** shown.
Public	Visible to everyone with your CLZ Cloud link, **including personal fields** shown.

Private Cloud Sharing

When you set your Cloud data visibility to **Private**, you can still share it with a **secret URL.**

Under “Private Cloud Sharing”, use the Generate button to set up a a secret URL to share your private cloud data with someone. If you generate a new URL, the previous one will be replaced. Press the **X** to disable sharing via a private URL completely.

5.2. Printing to a PDF file

You can download your entire book collection or just part of your collection to a PDF file. The Print to PDF screen offers a wide variety of options to customize your PDF file completely.

For example, you can if you want, export only a selection of your books (for instance, just your wish list), and only export the Title and Genre fields for each book and in your preferred set sort order too. Want to include an image? That's possible too!

Print a list of all your books to a PDF file

Click the menu icon top left and click "**Print to PDF**" to enter the PDF screen. You can now set up your document at the top with all the optional settings. Give your list a name too!

Now use the "**Add Columns**" button to **select which fields** you wish to print to the PDF. Don't pick too many, you may not be able to fit everything on one page.

Also, use the "**Add sort fields**" button to **select which fields** you wish to sort on. This decides the order in which the books are listed.

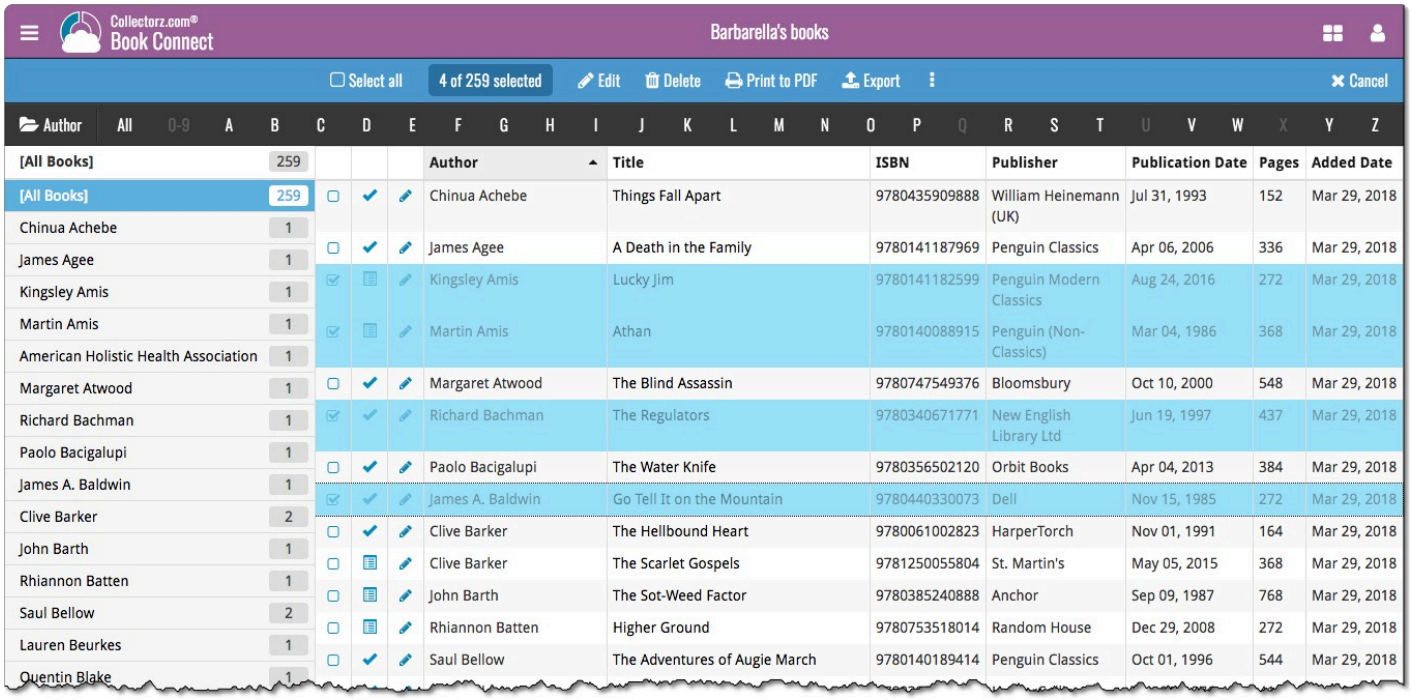
Finally, use "**Generate PDF File**" at the bottom to create your PDF file.

Print a selection of your books to a PDF file

Maybe you just want to print out a small selection of your books to PDF. Maybe just your books with their publication year set to "2018". In that case, you need to make a selection of books first and then go to the Print to PDF screen.

To begin, you need to **select the books you want to send to the PDF file**. To select books, click the checkboxes on the left of each book entry in the list. Checkboxes are also available in Card View and Images View, just hover your mouse over a book.

The Select Mode is automatically activated as soon as you checkbox the first book, clearly indicated by the blue Batch Action Bar that replace the regular toolbar.



Now click "**Print to PDF**" in the blue Batch Action Bar to enter the PDF settings screen.

Set up your document with the columns and sorting options you wish to use and finally use the "**Generate PDF File**" at the bottom to create your PDF file with just the selection of books you made.

> ✻ While in "Select Mode", you can use shift clicking to select ranges of books, or the **Select All** button top left to select all books in your current list.

5.3. Importing a text file

If you have an existing list of books in text (.txt) or comma separated values (.csv) format, you can import it using the “**Import from Text / CSV File**” feature in Book Connect.

If you have a different kind of program for your book collection right now, see if you can export to CSV or a TXT file from it.

> It is important that you match your text file to the fields **we have**. You do this **in step 5** where you **select the fields to import**.

Import from Text / CSV file

1. Click the menu icon top left and click “**Import Data**” to enter the import screen.
2. Click “**Import from Text / CSV File**”.
3. Upload your Text / CSV file.
4. Change the data format settings so it looks correct under the preview.
5. Under “Select your Column fields” pick the fields to **match** your fields! Note that you can also skip fields.
6. Click “**Import books**” to run the import.

Import problems?

If you’re having troubles with this, make sure you re-check **step 5** to make sure all columns you’re importing **match a field** that we provide.

If you can not match a field to one we have, you can decide to add that column of information to the notes of each book or just skip that column altogether.

5.4. Exporting to a text file

You can export your **entire** book collection or just **part of** your collection to a TXT file. The export to text screen offers a wide variety of options to customize your exported list completely.

For example, you can if you want, export only a selection of your books (for instance, just your wish list), and only export the Title and Genre fields for each book and in your preferred set sort order too.

Print a list of all your books to a TXT file

Click the menu icon top left and click “**Export to Text File**” to enter the export screen. You can now set up your document at the top with all the optional settings.

Now use the “**Add Columns**” button to **select which fields** you wish to print to the PDF. Don’t pick too many, you may not be able to fit everything on one page.

Also use the “**Add sort fields**” button to **select which fields** you wish to sort on. This decides the order in which the books are listed.

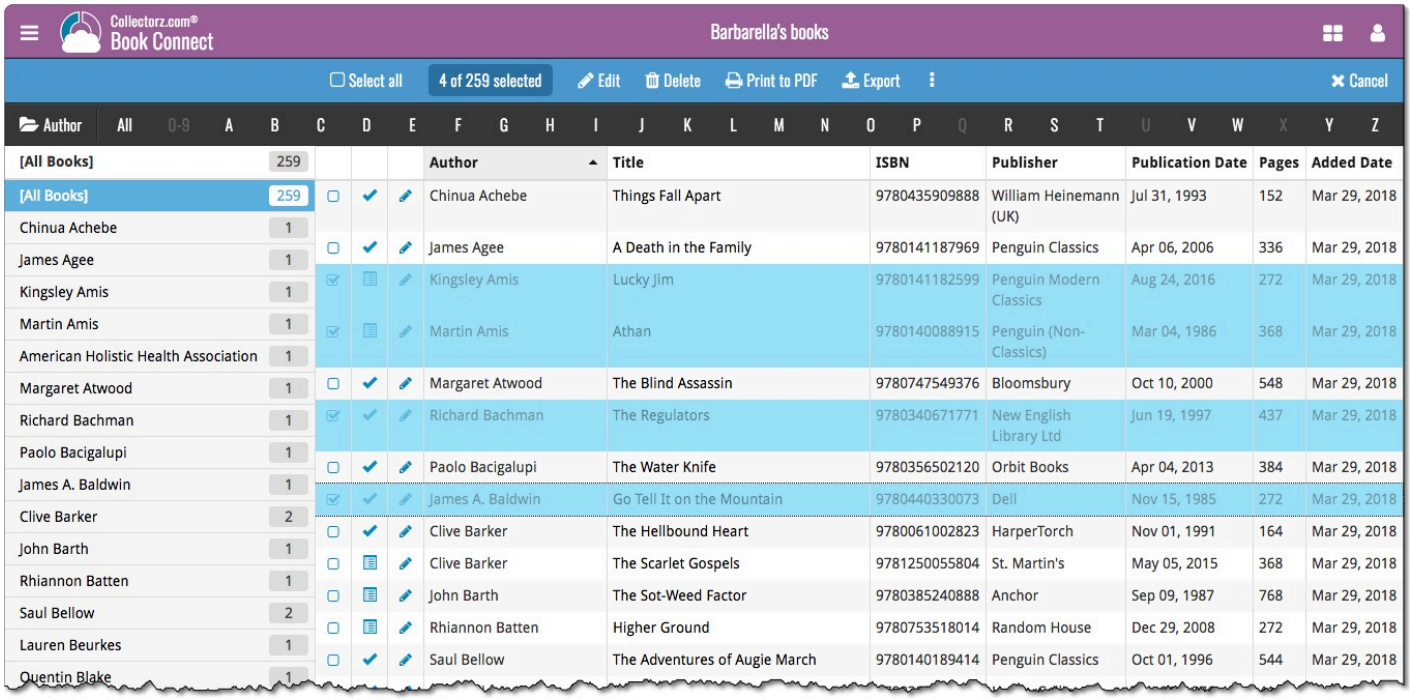
Finally, use “**Generate file**” at the bottom to create your text file.

Export a selection of your books to a TXT file

Maybe you just want to print out a small selection of your books to a text file. Maybe just your books with their publication year set to “2018”. In that case, you need to make a selection of books first and then go to the Export to Text File screen.

To begin, you need to **select the books you want to send to the text file**. To select books, click the checkboxes on the left of each book entry in the list. Checkboxes are also available in Card View and Images View, just hover your mouse over a book.

The Select Mode is automatically activated as soon as you checkbox the first book, clearly indicated by the blue Batch Action Bar that replace the regular toolbar.



Now click “**Export**” in the blue Batch Action Bar to enter the PDF settings screen.

Set up your document with the columns and sorting options you wish to use and finally use the “**Generate file**” at the bottom to create your text file with just the selection of books you made.

✻ While in “Select Mode”, you can use shift clicking to select ranges of books, or the **Select All** button top left to select all books in your current list.

✻ While in “Select Mode”, you can use shift clicking to select ranges of books, or the **Select All** button top left to select all books in your current list.

5.5. Creating a local backup

We always back up your data on our own servers, every day, but if you want you can generate your own backup, download it and save it on your own computer or thumbdrive.

Creating a local backup

1. Click the menu button top left and click “**Backup / Restore**”.
2. Click the blue “**Create Backup File**” button to generate your backup file.
   This can take a while depending on how many books you have.
3. When finished, click the “**Download Backup**” button to download your backup file as a ZIP.

Keep it safe on your computer or a thumbdrive. The ZIP file you now have is exactly what you need should you ever want to **restore a backup**.

Restoring a backup

If you ever need to restore a backup you previously downloaded you can do so via the same screen:

1. Click the menu button top left and click “**Backup / Restore**”.
2. Click “**Upload Backup**” and choose a previously downloaded backup file to upload.
3. Once the upload has finished, click the blue “**Restore Backup File**” button to restore everything.

> ! Restoring a backup will replace your entire book collection with your backup. This can not be undone.

5.6. Trade-In Offer for Book Collector users

Are you currently using our Book Collector desktop software for Windows or macOS? Then please consider switching to the Book Connect web-based software.
Currently, Book Connect is our recommended and most popular book database solution. Full-featured but easier to use and easier to manage, that is, compared to your current desktop software.

Trade-in offer:
Switch to Connect and get 4 months FREE!

To help you decide, we have a sweet deal for you:
If you switch to Book Connect now, we will trade-in your remaining Book Collector subscription days and will transfer them to the Connect edition, plus we will add 4 extra months for FREE!

Of course, your existing data will be preserved, all you need to do is make sure your CLZ Cloud is up-to-date (in Book Collector, just use Sync with CLZ Cloud one more time). All your data will then be instantly available in Book Connect!

Ready to make the switch? Here's how to:

- First, make sure your CLZ Cloud is up-to-date.
  Start Book Collector, then from the CLZ Cloud menu, choose Synchronize.
- Then, login to your account at my.clz.com.
- Finally in the Book Collector box, under "Trade-in offer",
  click the button that says "Switch me over!" and follow instructions.

Try Book Connect free for 7 days

Of course, you can try Book Connect first. Here's how:

- First, make sure your CLZ Cloud is up-to-date.
  In Book Collector, just Sync with CLZ Cloud.
- Now login to Book Connect here with your existing CLZ Account.
  This will automatically start your 7-day free trial.

What exactly is Book Connect?

Book Connect is an alternative to the Book Collector software, for use on computers. Whereas your current Book Collector is downloadable software that you install on your own PC or Mac, Book Connect is fully web-based, with the software running on our servers and your data stored in the CLZ Cloud.
Connect has been around since 2009 and offers all the features and customization options you need to manage your book collection.

To use the Book Connect software, you just login to the Connect website with your web-browser, from any computer. No need to install software on your computer, no need to ever update software anymore, no need to manage database files, images files, backups, etc.. We manage it all for you.

Of course Book Connect offers everything you need to manage your book collection:

- Add books by author and title or by scanning ISBN barcodes.
- Edit books to customize details and cover image or to add personal info.
- **Available fields in the Edit screen**:
  Author, Title, Sort Title, Sub Title, ISBN, Pages, Format, Publisher, Publication Date, Country, Language, Genres, Subjects, Ilustrators, Collection Status, Index, Quantity, Location, Edition, Series, Issue No, Volume, Height, Width, Cover Price, Extras, Narrators, Audiobook Length, Abridges (yes/no), Loc Control Number, Loc Classification, Dewey, Original Title, Original Subtitle, Original Country, Original Language, Original Publisher, Original Publication Date, Condition, Owner, Read (yes/no), Read Date, Purchase Date, Purchase Store, Purchase Price, Current Value, Notes, Rating, Tags, Plot, Front Cover, Back Cover
- Edit multiple books in one go, for making changes to many books quickly.
- Manage multiple sub-collections as tabs at the bottom.
- Image View, Card View, customizable List View, multi-field sorting, etc…
- Group books into (multi-level) folders in the folder panel, by Author, Publisher, Genre, etc..
- Choose from multiple Skins and Templates
- Sync your book database with the CLZ Books mobile app.
- Print lists using the fully customizable Print to PDF tool.
- Also: Manage Pick Lists, Loan Manager, Statistics, Find Duplicates, CSV Export/Import, Backup/Restore, Field Defaults, etc..

Book Connect pricing

The price of Book Connect is either US $2.95 per month or US $29.95 per year, the same as your Book Collector software. Note that Book Connect is subscription software, so you always need an active subscription to use it.

Why switch to Book Connect?

These are the main advantages of Book Connect (compared to the Book Collector desktop software):

1. **Easier to manage**:
   No need to install or update software on your own computer, no need to deal with database files, image files, settings files or backup files. The software and data is on our servers, we manage and update it for you, we even make daily backups of your data.
2. **Easier to use**:
   The Connect user interface is slick and modern, designed to be as clear and easy-to-use as possible, while still providing all the power of the desktop software.
   Click here for lots of Book Connect screen shots.

3. **No more problems with Windows/macOS configurations and 3rd party software**:
   Connect is basically “just” a website you go to with your browser, so no more problems with file and folder permissions or OS updates, no more conflicts with 3rd party products like firewall programs, security software, virus scanners, cloud storage tools (Dropbox, SkyDrive, etc…).
4. **Fast and smooth**:
   Connect is a more lightweight solution, that runs fast and smooth on any computer, even with very large book databases. All you need is a reasonably fast internet connection.
5. **Use on multiple computers**:
   Work on your database from any online computer or mobile device. No need to install software, no need to sync your data back and forth. Just login and instantly work on your up-to-date CLZ Cloud data.
   Got a new computer? No need to transfer software and data, just login and go!

8 signs that Connect would be a better solution for you

Do you recognize yourself in these statements?

1. You think of yourself as “not very computer literate”.
2. You dread running updates, for fear of losing data or running into problems.
3. You have indeed lost data or images in the past.
4. You have indeed have run into conflicts with your firewall or security software.
5. You have database files, image files and backup files scattered all over your computer.
6. The name of your database file is “Backup of Backup of Backup of mycollection …”.
7. You’re using Book Collector on multiple computers and sync between them.
8. You are using (or would like to use) Book Collector on Windows AND macOS.

However, Book Connect is not going to work for you if you:

- need to catalog and link to local ebook or audiobook files on your local computer.
- customize or manually enter your own Creator, Character or Content lists.
- need User Defined Fields (consider using Notes and Tags).

Why do we like to see you switch?

Given the great trade-in deal we are offering you, it is probably clear that we would like to see most users to switch to Connect. Here’s why:

1. **Fewer problems, fewer support questions**:
   Connect being web-based means it is way less prone to computer or configuration specific problems, which means fewer support questions. Giving us more time to work on the software!
2. **Easier to help you**:
   And even if you do run into a problem, it is much easier for us to help you, as we can login to your account and see what you see. We can even fix data problems for you, remotely.
3. **All users are always on the latest version**:

So when dealing with support questions there's no confusion about software versions, no problem reports about bugs that have already been fixed.

4. **Quick bug fixes without releasing new software**:
   In case of problems or bugs, we can easily and quickly fix bugs, without having to release new builds, without users having to download updates.
5. **Development is faster and easier**:
   In general, web-based development is faster, easier and gives us complete flexibility to design the user interface **exactly** as we like it to be, without the constraints of Windows or macOS or PC/Mac development tools.

Common questions about Connect

- **Q: Can I still use my CLZ Books mobile app with Connect?**
  A: Yes definitely, nothing changes there. Book Connect is only a replacement for your Book Collector desktop software. You can keep using CLZ Books as you always did, syncing it with the CLZ Cloud.

- **Q: Does using Book Connect mean I need to be online to access my book list?**
  A: Yes, that is correct. Book Connect is basically a website that you to log in to, so you need a stable and reasonable fast internet connection to use it.

- **Q: If I switch to Book Connect, what happens if my subscription expires?**
  A: Connect is actual subscription software, so you always need an active subscription to use it. If your subscription expires, you won't be able to add or edit books anymore.
  Don't worry, your data will not be deleted, we will keep your data in the CLZ Cloud, you can still see it, browse it, export it, make a local backup, etc…

- **Q: With Book Connect, can I still make local backups of my data?**
  A: Sure you can. You can make local backups with the Backup feature, or export you data to a CSV for XML file.

- **Q: Do you offer the same Trade-In offer for all Collector desktop programs?**
  A: Yes, definitely, the same Trade-In offer holds for all your Collector programs. In fact, if you are gonna switch, I recommend switching for all of them in one go!

- **Q: What if I am already subscribed to Book Connect?**
  A: In that case, the Trade-In offer is still applicable. We can still transfer your remaining Book Collector subscription days to Connect, so that you can switch to using Book Connect ONLY and save some money.

Still got questions or concerns? Just contact us!

Finally, if you have any questions or concerns about Book Connect, contact us here and we will get back to you ASAP.

5.7. Getting started for Book Collector users

Book Connect is full featured and fully customizable book database software, with a user interface that has been designed to be clean, intuitive and super easy-to-use.

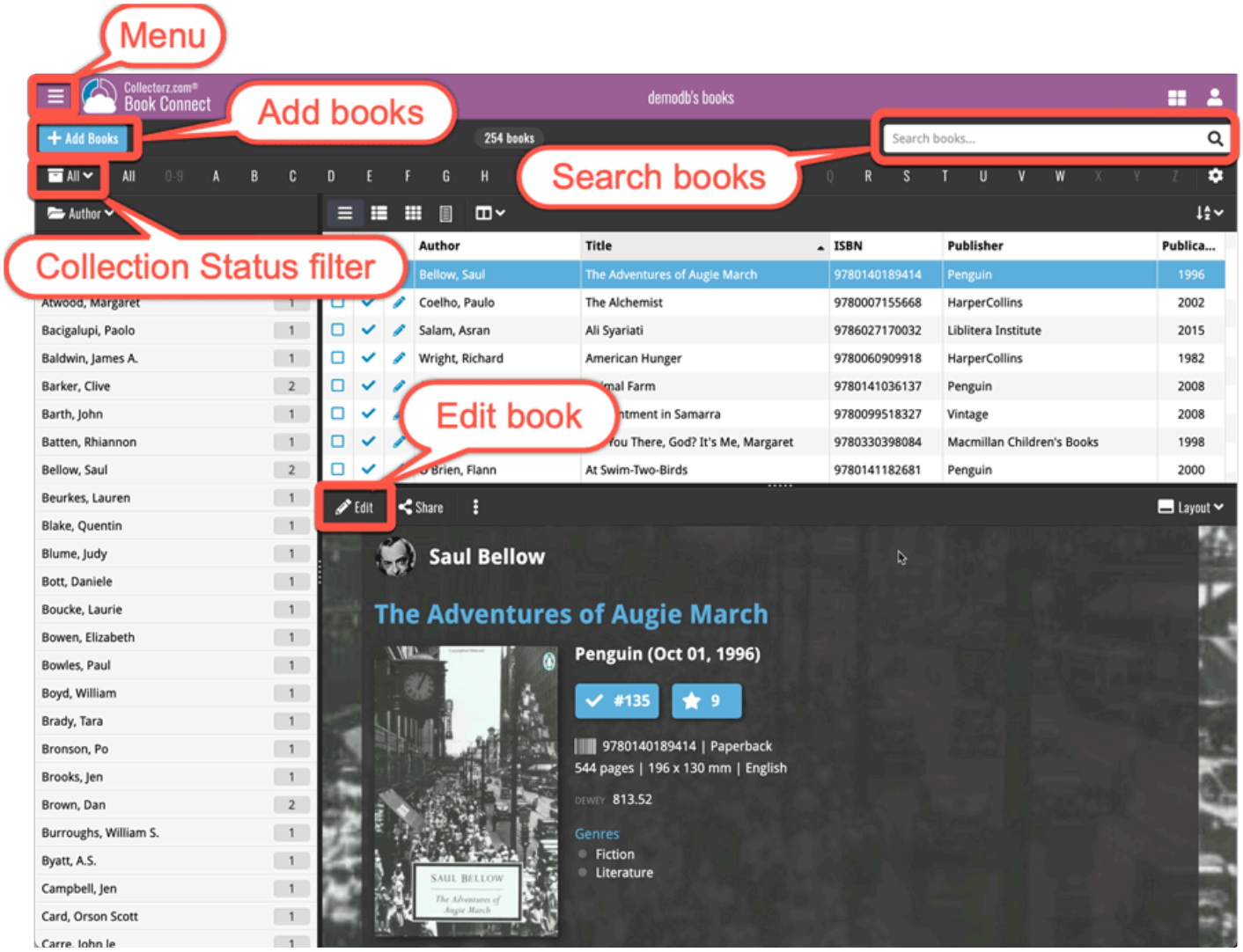
However, the user interface **is** different from the Book Collector desktop software, so if you are switching from Book Collector to Book Connect, the web-based user interface may take some getting used to. Also, in Book Collector you probably customized the look and layout of the program, so you will have to invest a few minutes to do the same customization here.

This page will help you

- Find your way in Book Connect's user interface
- Customize the look and layout the way you want it

Screen overview

Here's an overview of the Book Connect main screen.
The most important thing to know here: the program's menu is under the menu icon top left (with the 3 horizontal lines).

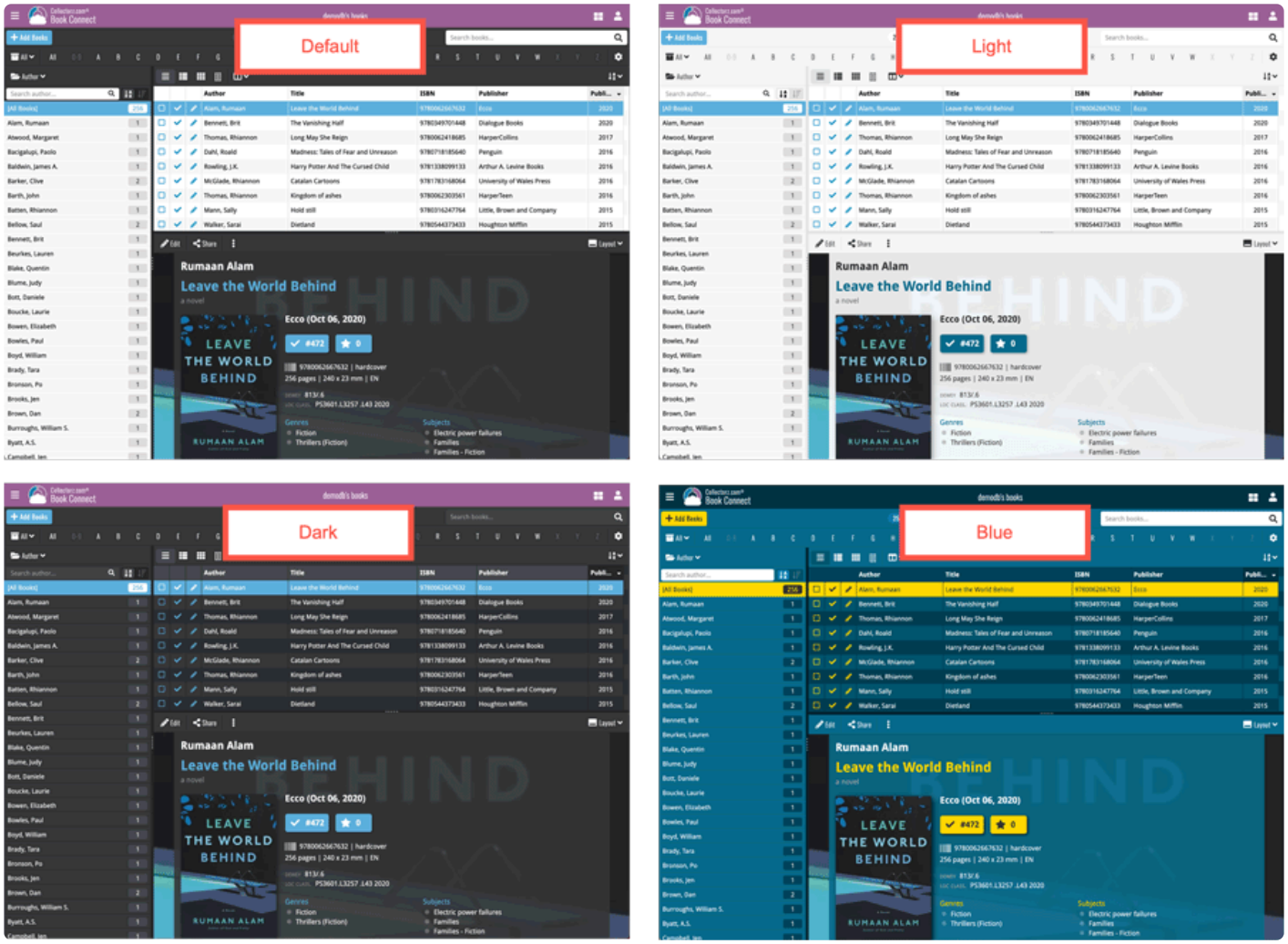


Customizing the Look and Layout

Of course, the look and layout of Book Connect is fully customizable.
Open the menu and choose Settings, then take some time to set it up the way you want.

Choose from 4 different skins

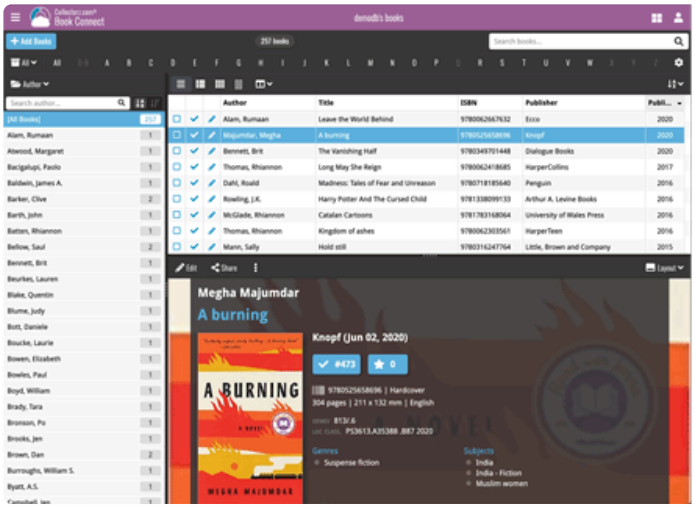
Four different Skins are available. Light, Dark, Blue and Default (basically Light content with Dark toolbars).

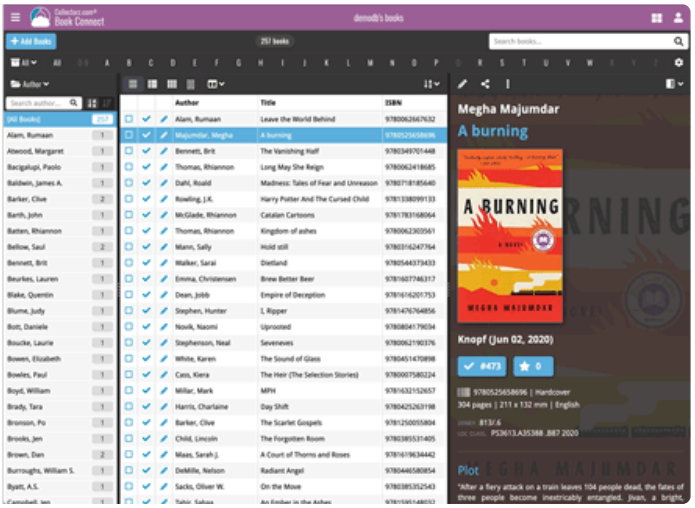


Layout: Vertical or Horizontal Split

You can choose between two different layouts for the main screen, which differ in the way the right side of the screen is split between the book list and the details panel that show the details of the selected book: above each other (Horizontal Split) or side-by-side (Vertical Split).

Switch between layouts using the Layout icon on the far right of the toolbar above the book details (or just use the Settings screen).



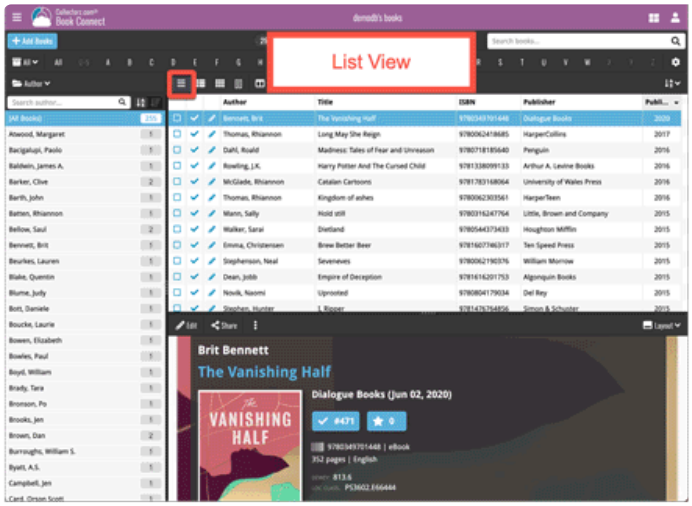


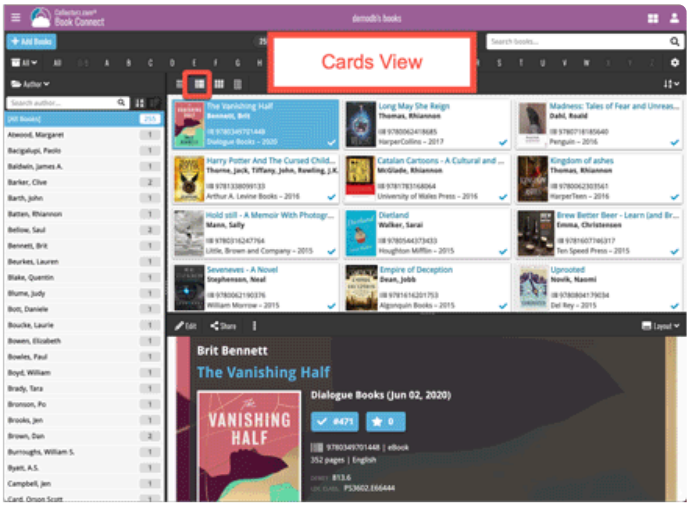
Book list: List, Cards, Images or Shelves

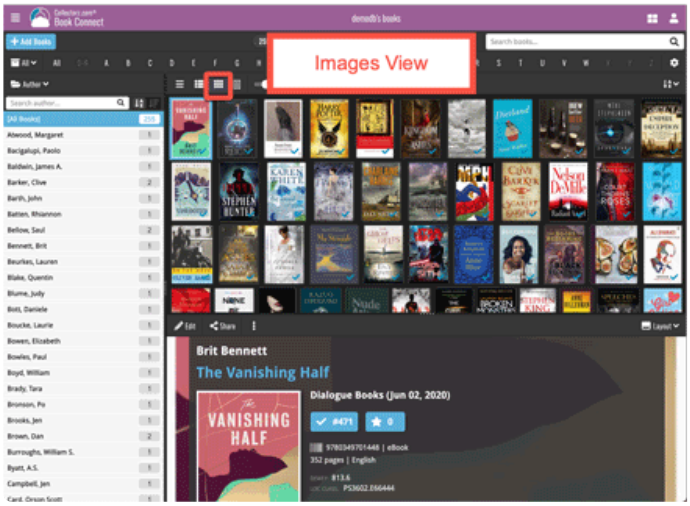
Similar to the desktop software, Book Connect also offers 4 different ways to display your books. As a List, as little info Cards, as just Cover images or a nice Shelves. Switch between these views using the first 4 icons on the toolbar right above the book list.

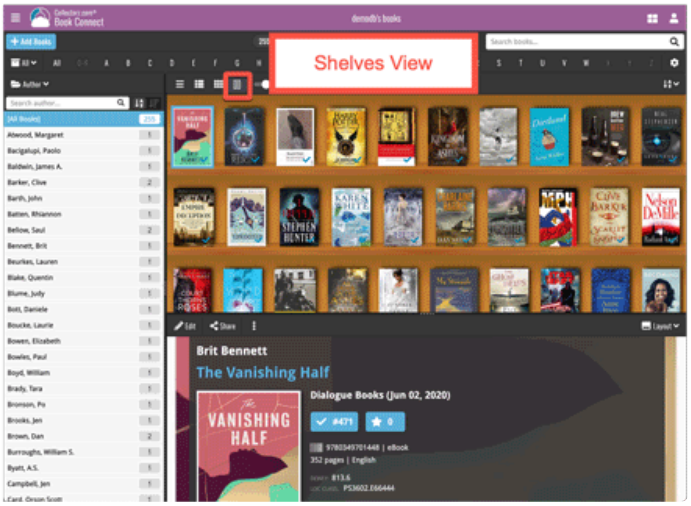
Tips:

- In Covers and Shelves view: use the slider above the book list to change the size of the images
- The style selector above the Shelves view lets you choose between 6 different shelf styles (Wood Light, Wood Dark, Glass, Metal, Carbon and White)





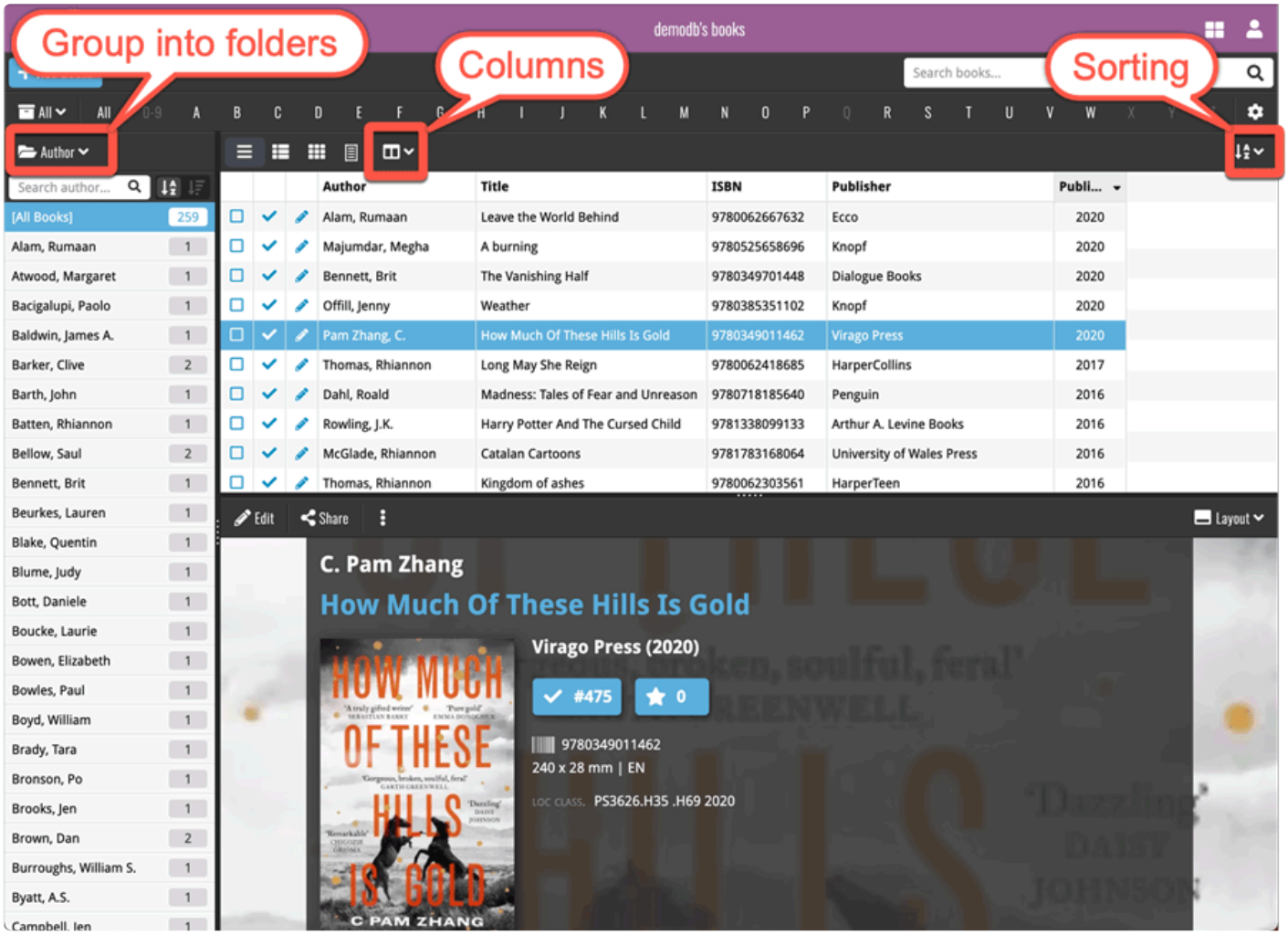




Choosing Columns, Sort Order and Folder options

Book Connect is fully flexible in the way you show and navigate your book database.

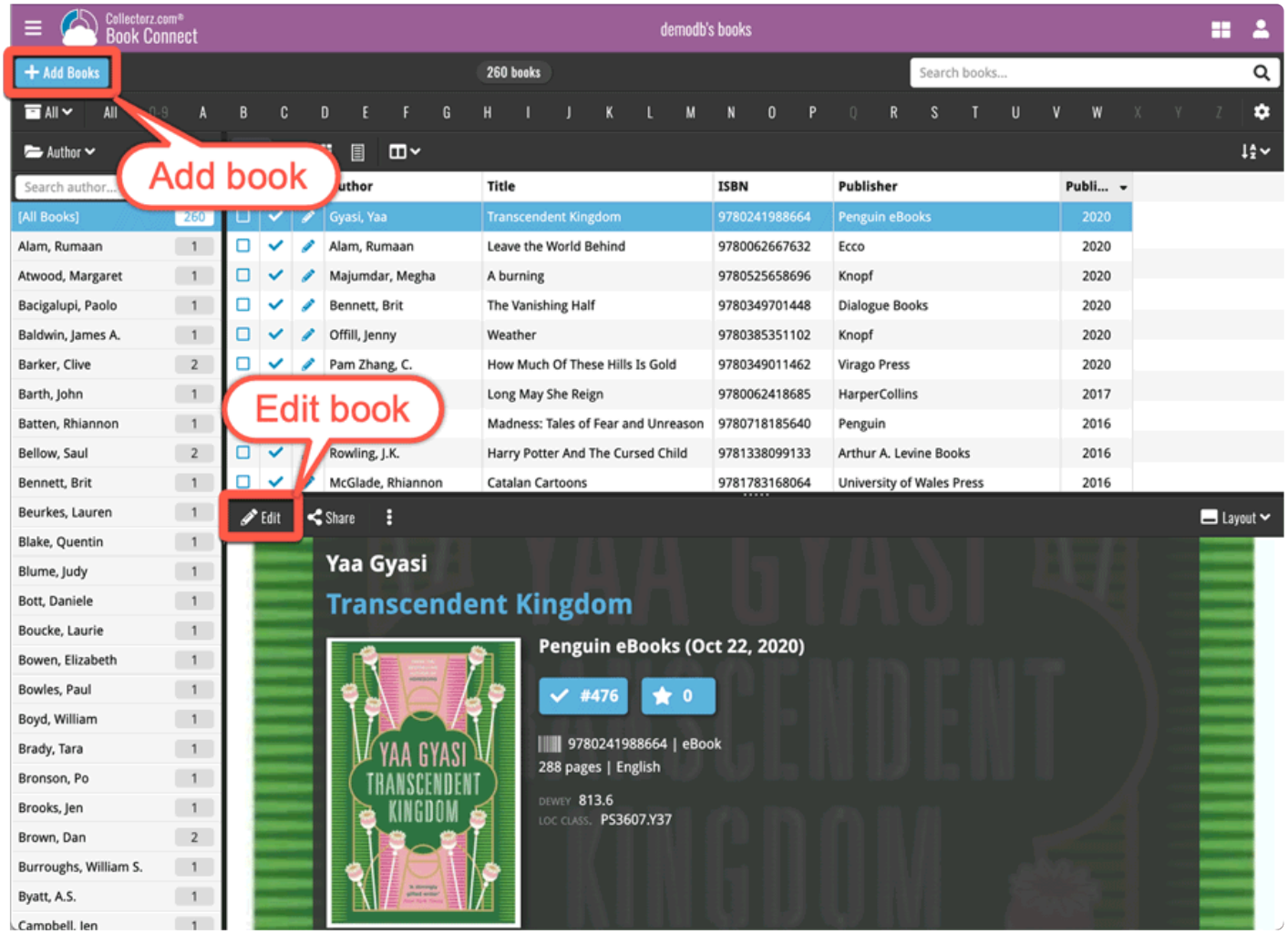
- use the Columns button to select which fields are shown in the book list, in List View
- click a column's name in the header row to sort on that column, click again to reverse the sort order
- or use the Sort button on the far right to set up your own Sorting favorites, with single or multi-field sort orders
- use the Folder button on the far left to select which field to use for the folder panel on the left. By default, the panel shows Author folders, but you can of course choose any field, e.g. Genre, Publisher, Publication Year, etc… or you can even create multi-level folder favorites!



Adding and Editing Books

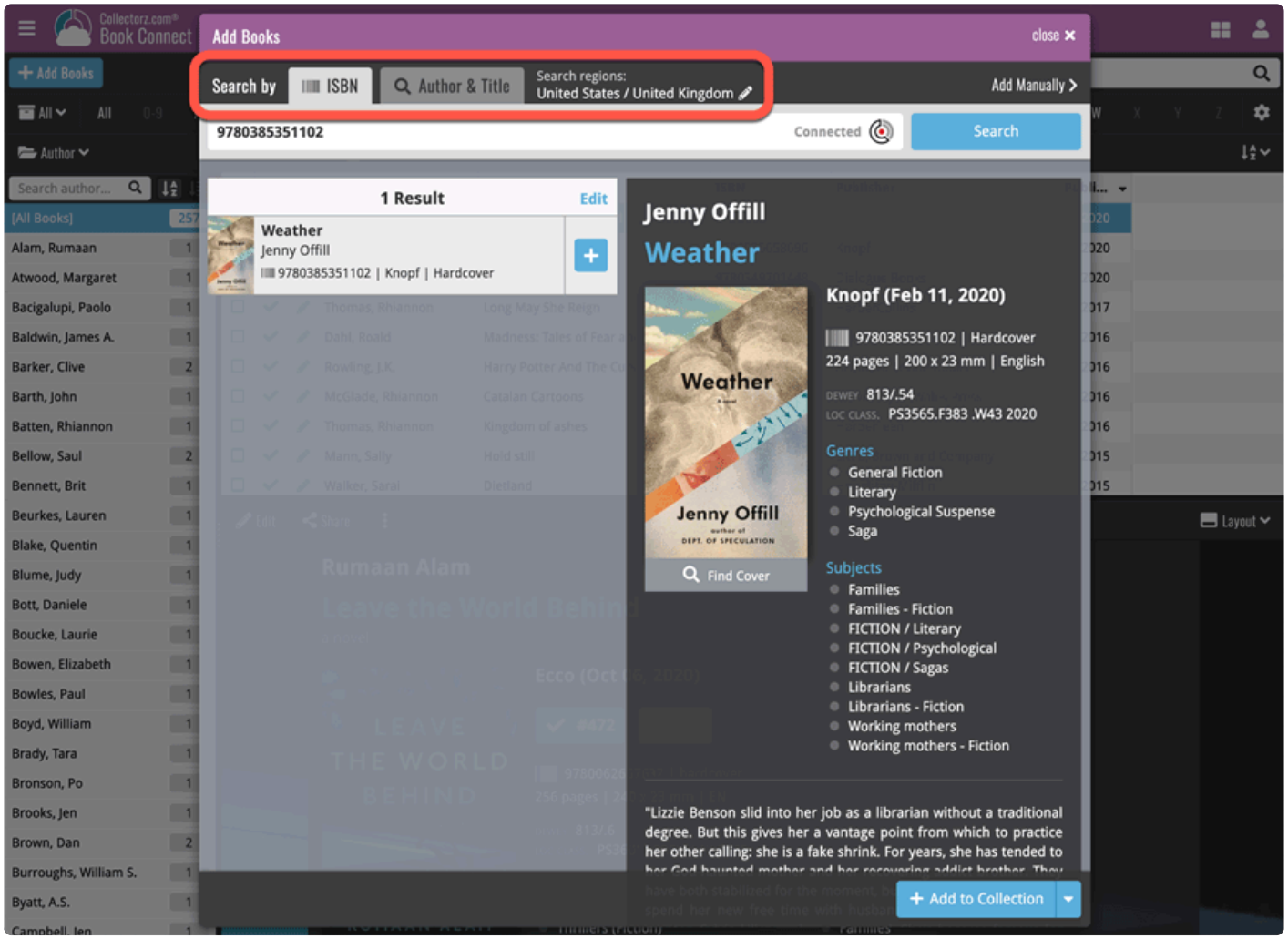
In your desktop software, you are used to all features being on the main toolbar. In Book Connect however, we aimed to keep the main toolbar clean and simple, showing just a big blue button for the main and most important feature, Add Books.

The Edit button (and other actions you can do on the selected book, like Remove, Share, Link, Submit, etc..) are available on the other toolbar lower down, right above the details of the selected book (makes sense, right?).



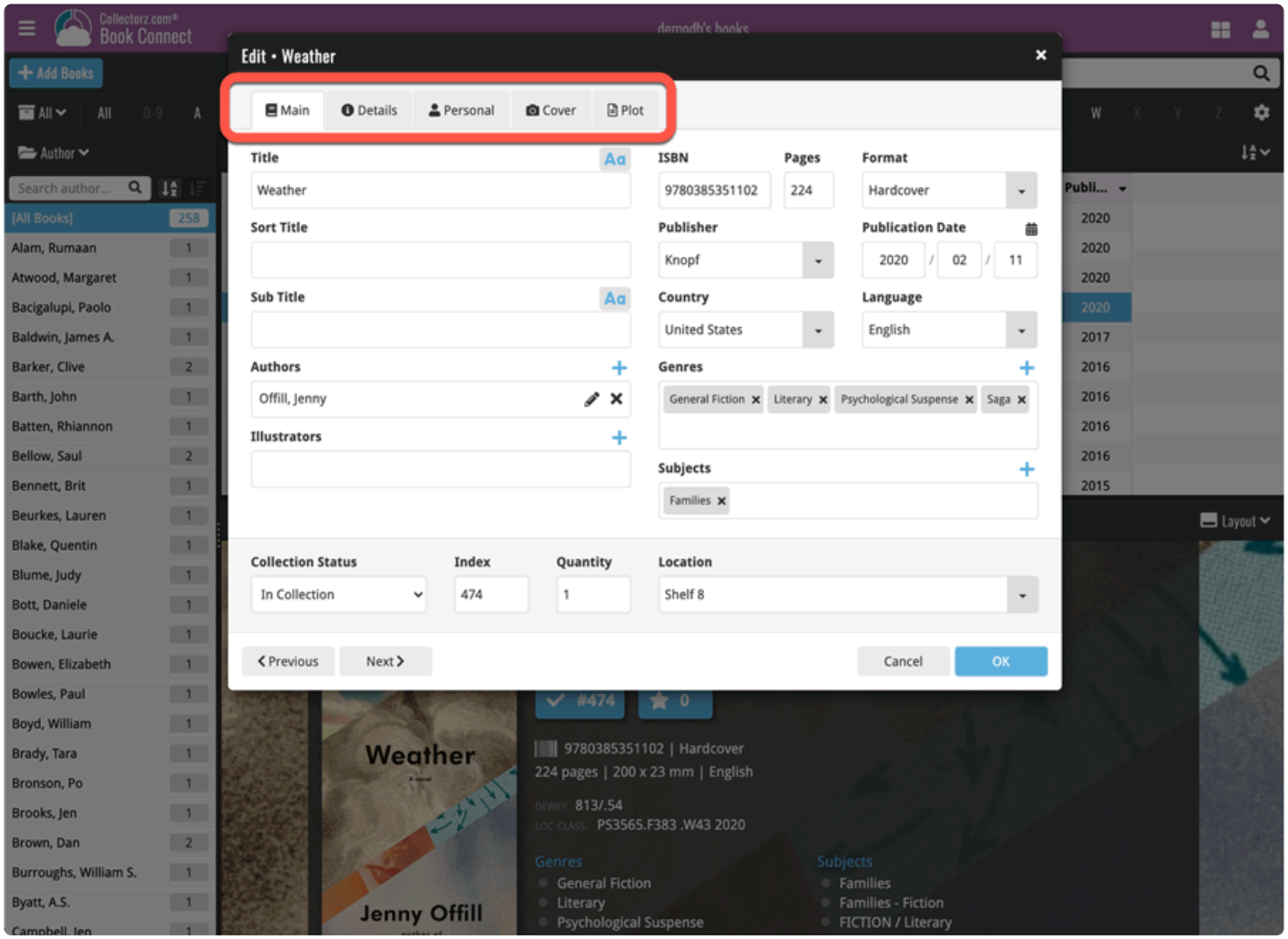
Adding Books

The different ways to Add Books are available in Book Connect too, by Author/Title and by ISBN. In the Add Book screen, use the tabs at the top to choose between them.
To add books manually, use the Add Manually link at the top right.



Editing Books

Yes, you can edit your book details in Book Connect too :-)
Use the tabs at the top of the Edit screen to find all editable fields.



About User Defined fields:

Book Connect does not have User Defined Fields. We recommend using Tags or Notes instead.

6. Settings

- Default values for fields
- CLZ Cloud viewer
- Account settings

6.1. Pre-fill Settings

The Pre-fill settings screen in Book Connect allows you to assign default values to pre-fill fields for books when adding them to your collection.

For example, If you're adding lots of books purchased from Amazon, you can define the **Purchase Store** using the Pre-fill settings. Each book you add will then be assigned that store.

Setting Pre-fill fields

1. Click the menu icon top left and select "**Pre-fill Settings**"
2. Here you can define default values for books you're going to add next.

6.2. CLZ Cloud viewer

If you want, you can share your collection with friends so they can see which books you have! All you need is your **public Cloud Share link**.

Your public CLZ Cloud link

To find out your public Cloud Share link, click the menu icon top left and select “**CLZ Cloud Sharing**”. Copy the link under “**Public Cloud Sharing**” and send it to your friends!

You will find the **Share** button on book details pages too so you can share a book details page directly with a friend.

You can set up some privacy options too if you want.

6.3. Account settings

In your Account settings you can modify your username, email, password and much more.

To **open the Account settings** screen:

1. Click the “*Person*” icon top right.
2. Click “*My Account*”.

In here you’ll have all kinds of settings you can modify:

My Collectorz.com Account:

Use the buttons at the top to change your **username, email or password**.

Settings:

Link CLZ Barry:
Fill in your Barry ID to enable barcode scanning with the free barcode scanning app CLZ Barry .

Social Media:
Connect your Twitter and/or Facebook account.

My Subscriptions:

Check out all details about **your current subscription(s) to Connect**. Click “View Subscription” to see more information or extend your subscription.

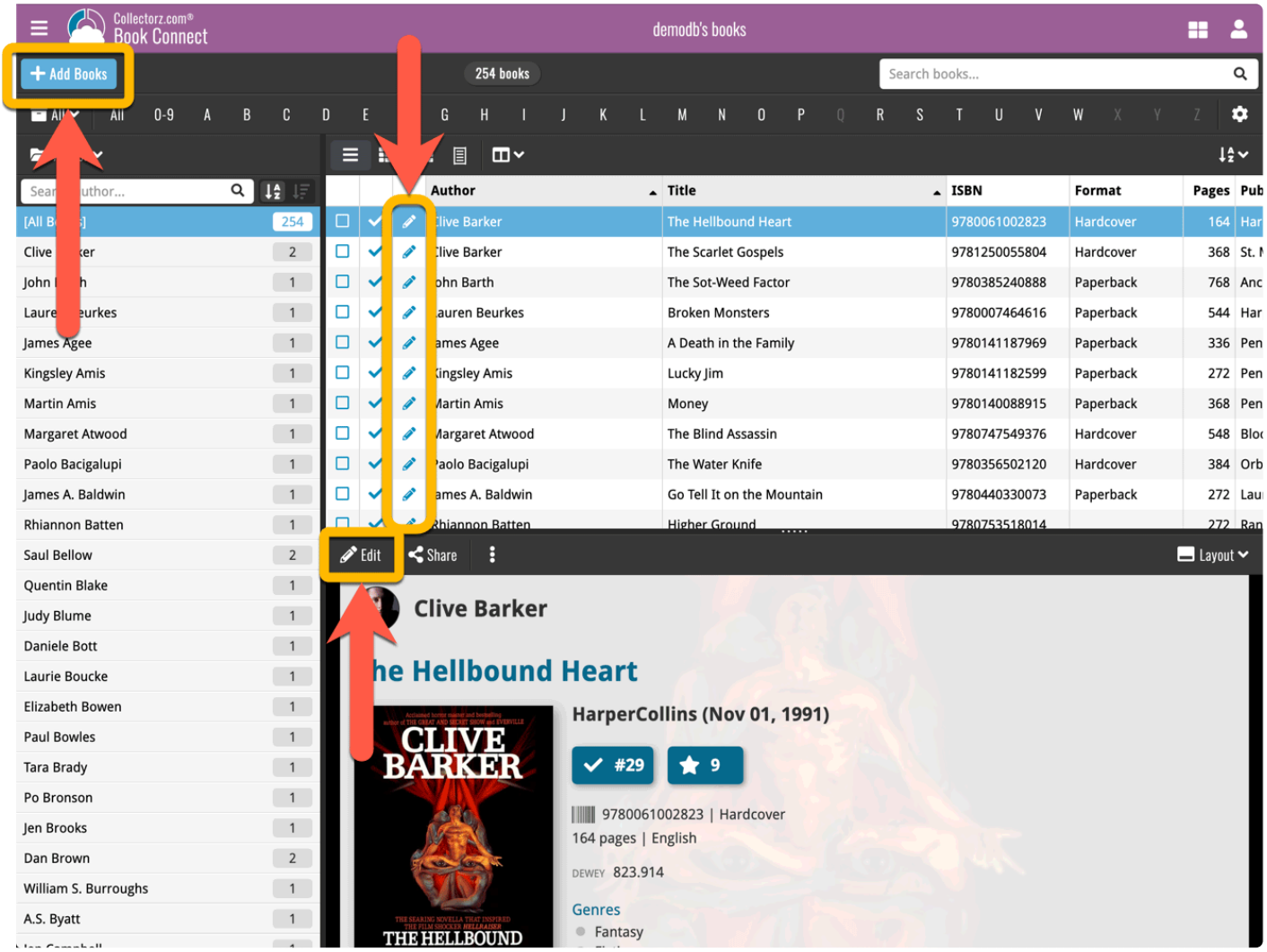
7. Frequently Asked Questions

7.1. Where did my Add and Edit buttons go?

Maybe you are logged in to the CLZ Cloud site, at cloud.collectorz.com ?
That is the **read-only site** for viewing your CLZ Cloud. It has no add or edit functionality.

If you want to use the **Book Connect software**, make sure you login to Book Connect at:
https://connect.collectorz.com/books

Once you are logged in to Book Connect, here's where to find the Add and Edit buttons:



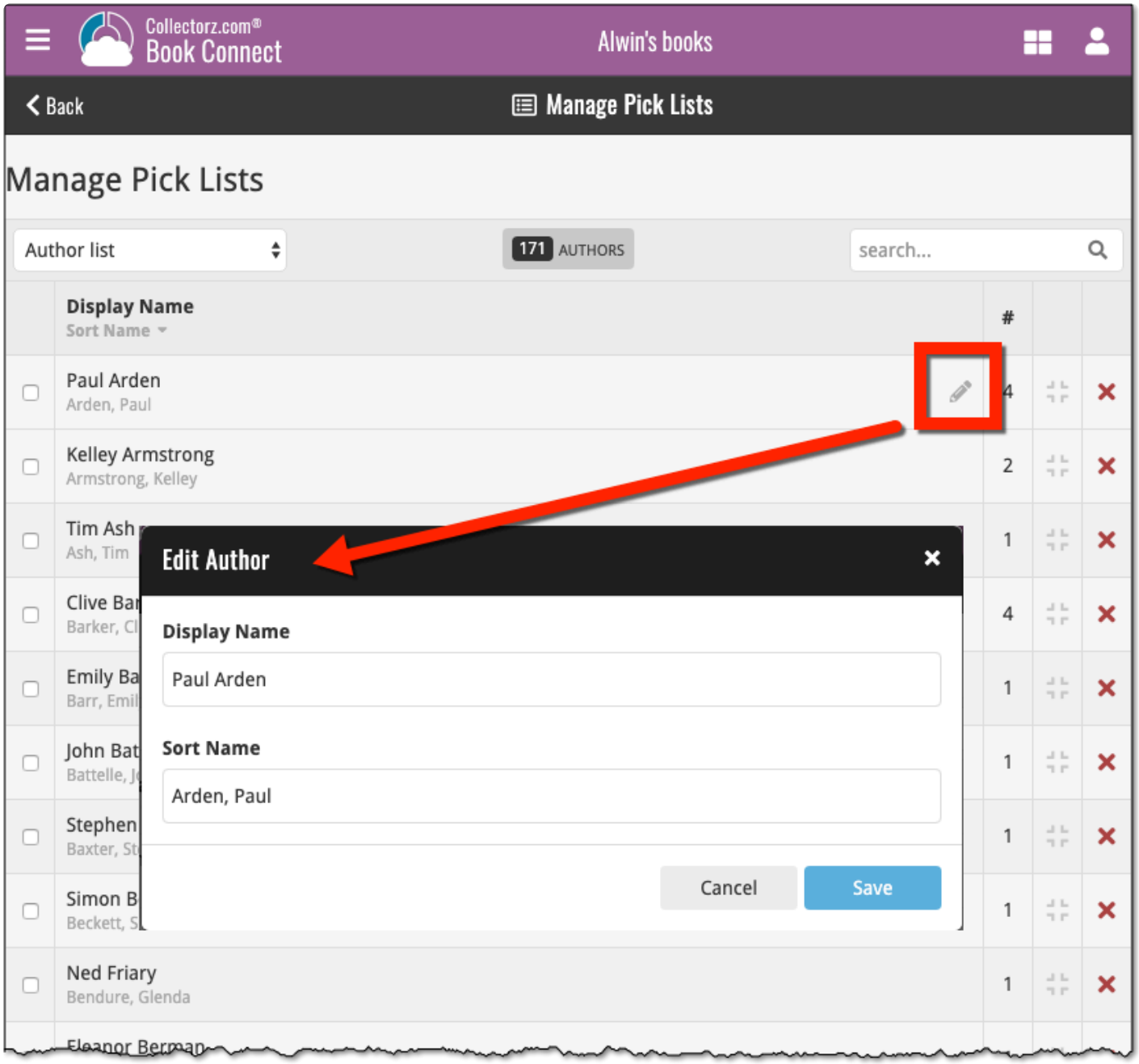
7.2. My authors are not sorted correctly?

If you find that your author list is not sorted correctly, that is most likely to be caused by incorrect author **sort names**.

The easiest way to check and correct author sort names is through the Manage Pick Lists screen.
To open that screen, click the menu icon top right, then choose Manage Pick Lists.

At the top left of the screen, choose “Author list”. That will show you your complete Author list, with Display names (at the top, in black) and their Sort Names (at the bottom, in grey).

Now click the pencil icon on the right to edit an author entry.
Make sure the Display Name is in “FirstName LastName” format, like “Stephen King”, and the Sort Name in “LastName, FirstName” format, like “King, Stephen”.



Use the special Sort Name options in the Settings screen if you prefer to **show Sort Names** for authors everywhere (makes your sorted list a bit easier on the eye), or if you want to **ignore Sort Names** altogether (that is, you prefer to sort by first names).

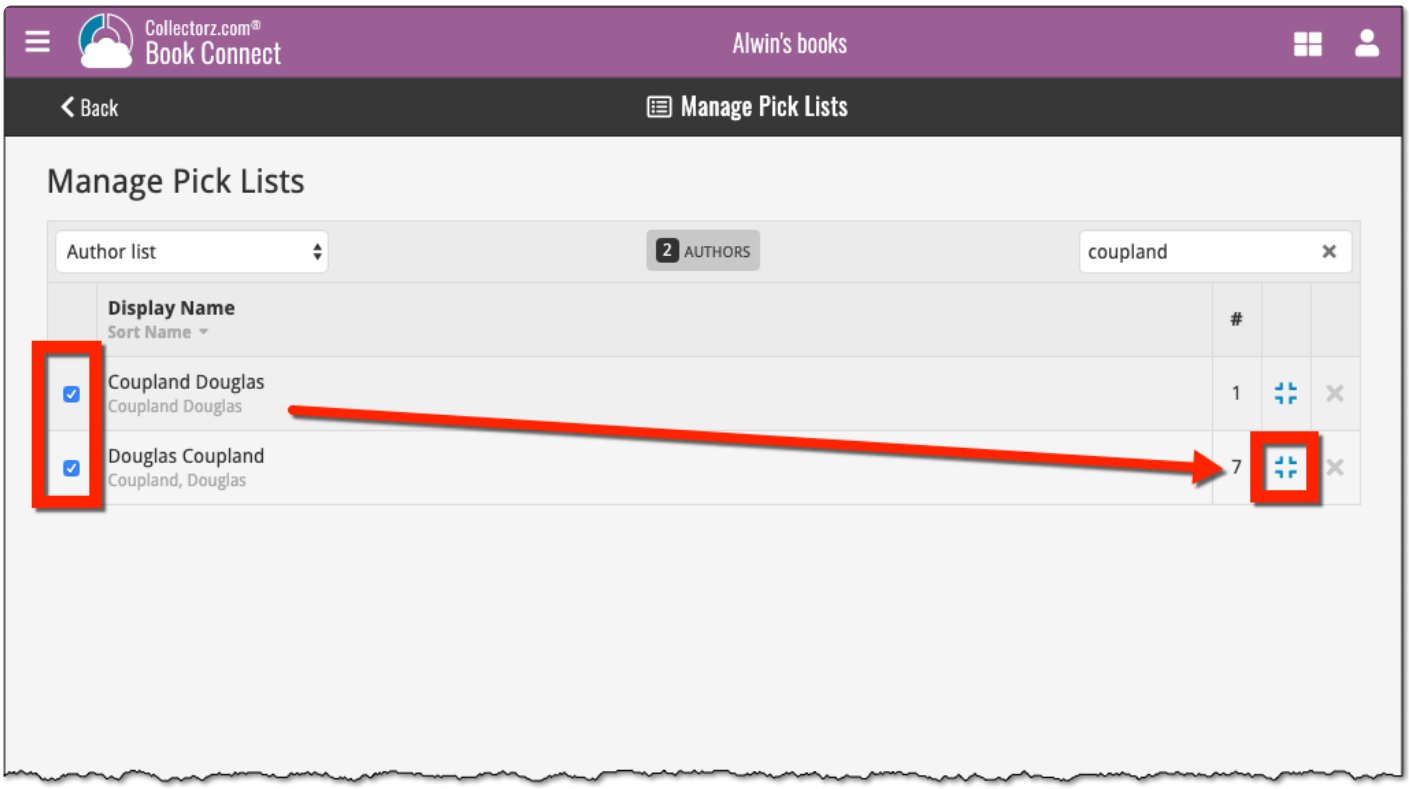
7.3. Some authors are duplicated / split up?

Sometimes you may find that some authors folders have duplicated, with their book list split up between two separate folders for the same author.

This may happen when different books in our Core had slightly different spellings of the author name.

Luckily, this duplicate author problem can be resolved easily by **merging** the entries through the Manage Pick Lists screen.

To open that screen, click the menu icon top right, then choose Manage Pick Lists.
At the top left of the screen, choose “Author list”. That will show you your complete Author list, with Display names (at the top, in black) and their Sort Names (at the bottom, in grey).

Now:

- Find the duplicate authors using the search box top right.
- Checkbox the author entries you want to merge
- Finally, click the Merge icon on the right, for the Author entry you want to merge to, that is, the one you want to keep.
  (in most cases, that would be the one that lists the most books)