# **Comic Collector for Mac**

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Collectorz.com

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# **Getting Started**

Thanks for checking out Comic Collector! To get started with Comic Collector you'll need to register for a free trial. There is no time limit with the trial desktop software, but you can only add 100 comics before the trial will automatically expire.

- 1. If you haven't already done so, <u>register for a free trial</u> on our website. A welcome mail will be sent to your email address which includes a download link and a discount coupon!
- 2. Click the download link and save the installation file to your computer.
- 3. Locate the file on your computer, double click on the installation file and follow the steps in the installation process.
- 4. Here you can select the installation location for your Collectorz software. We recommend installing to the default location.
  - Tick the box if you'd like to create a desktop shortcut for quicker access to Comic Collector.
- 5. Click "Finish" to start Comic Collector

Now it's time to add your first comics

# Adding your first comics

### **Contents**

- Introduction
- Creating your database
- Adding Comics Automatically
  - By Series Title
  - By Barcode

# Introduction

One of the main features of Comic Collector is that it automatically gives you full comic details and cover images for the comics in your collection.

And all those are provided by our own central online comic database called: "Core for Comics".

When you first try to add a comic you will receive a warning that you are using the 'Example' database, it's up to you how you proceed: You can try adding comics to the example collection to get a feel for how everything works, or you can get started immediately by creating your own database.

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# **Creating Your Database**

To get started with cataloging your Comic Collection you'll need to create your own database.

- 1. Click File > New Database
- 2. Save your database by clicking: File > Save Database
- 3. Name your database, select a destination then click Save

Make sure you **remember** where you're saving your database.



It's always a good idea to make a regular, external backup of your database. In the event of computer failure, or worse, you can always recover your collection. If you are creating lists for insurance purposes then an external backup is essential.

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# **Adding Comics Automatically**

Adding comics is done by searching that central online database, either By Series Title or by By Barcode, then adding the results to your own local database.

Both methods are located in the Add Comics Automatically screen. To open it, click the left-most button on the toolbar:

Here you have the Add Comics Automatically screen. This enables you to search our online comic database and download detailed information to your own personal database.

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### **By Series Title**

To search for a comic:

- Type the Series Title title in the series title searchbox.
- · Click Search Now.
- Comic Collector will search our database for appropriate matches.
- "Expand" the correct series title entry to see the issues for that series title.
- Check the checkboxes for all issues that you own.
- Click Add Checked to add them to your database.

Comic Collector will now download full comic details (cover artist, writer, etc, etc...), plus the cover image (actual front (variant or regular front cover, a back cover and preview image if available).



TIP: If you can't find the comic you were looking for, then check if you spelled the Series Title title correctly. Also, it helps to enter the full Series Title title.

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### By Barcode

The 2nd way to search our online database is by Barcode. The big advantage of searching by Barcode is that it will immediately give you the correct series **and** the correct issue. No need to wade through a long list of search results.

If you own a lot of comics, then consider getting our "<u>CLZ Barry.</u>" barcode scanner app (available for iOS and Android).

Here's how to add by barcode:

- 1. Scan or type in the Barcode (if you type it in, you must hit Search Now)
- 2. Click Add Selected
- **Pro Tip:** If your barcode search does not deliver any results, don't give up! It does not mean our database does not have your comic. We may still have full comic details available, but just not "linked" to your barcode. So just try again, this time searching by Title.
- **Pro Tip:** You can use the **Queue Mode** to add multiple comics to the search queue. Click 'Show/Hide Queue' to enable/disable the Queue Mode. This is a Pro only feature.
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<< Getting Started</p>
Editing your comic entries >>

# **Editing your comic entries**

Here's how you can efficiently edit your comic entries, e.g. to add personal information, like purchase info, notes, your own ratings, etc..

# **Editing a single comic**

All editing takes place in the "Edit Comic" screen, which you can open with the Edit button on the toolbar or by choosing Edit Comic from the Edit menu.

In this screen, you can find all the comic's properties, on multiple tab pages. Many of the comic 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 comic entries, is to add information that is specific to you, e.g. when and where you purchased the comic, who in your household owns it, your personal notes or ratings, etc... The most important personal fields are in the "fixed" area at the bottom of the screen, the rest can be found on the tab page called "Personal".

After changing some fields, click the *OK* button to save the changes and return to the main screen of Comic Collector. If you're unhappy with the changes, click *Cancel*.

# **Editing Multiple comics**

If you need to change the properties of many comics, e.g. to set the Owner field for all your comics, or to set the Purchase Date for all your recently added comics, you can use *Edit Multiple* 

- 1. First of all, you need to make sure that the comics you want to edit are listed in the "list panel". Choose View > Folders > No Folders to have all your comics show up there.
- 2. Now select the ones you want to edit. You can use the standard Ctrl/CMD+click and Shift+click to select multiple comics.
- 3. From the menu, choose *Edit > Edit Multiple Comics*. This opens the Edit Multiple Comics screen, which is the same as the normal Edit Comic screen, but with all fields shown empty.
- · All values you enter here will be applied to all selected comics.
- If you leave a box empty, that field will be left untouched for all selected comics.

When you're done making changes, click OK. That's it, you have changed multiple comics in your database in one go.

If you'd like to clear a field for all comics you're editing at the same time, click in the field and press F8.



It's possible to overwrite or wipe out a lot of data with a few button clicks, and once you click "OK" you can not undo this process.

# **Customizing Comic Collector**

Tens of thousands of users are using Comic Collector and they all use it differently, with their own screen layout, sort settings and display styles.

Here's a quick overview of the customization settings the program offers:

### **Templates and Styles**

Choose your own preferred look for the Details Panel. Right click the comic details panel in the bottom right of your screen, and select from multiple layouts, each in several colors and styles.

### **Screen Layout**

Switch between multiple layouts and resize all panels.

Use View / Layout from the menu to choose your preferred layout, then drag the panel dividers to resize all sub-panels.

### **Column list, Cover Thumbnails or Cover Flow**

Decide how you want to browse your comics, as a list with many data columns, as a wall of cover thumbnails or in the cool 3D Cover Flow. To switch, use the tabs (Windows) / buttons (Mac) above the panel.

#### **Columns and Sort Order**

For the List View, it is fully up to you which fields are visible as columns, and in which sort order (by title, by year, etc..) your comics will be listed. Both can be changed using the Columns and Sort Orders button above the list.

# **Font Style and Size**

Click menu *View > Change Fonts* to change the screen font to a size and style that you are comfortable with.

### **Customize your toolbar**

When you install Comic Collector, the toolbar contains buttons for the features most users use on a regular basis. But your usage of Comic Collector may differ, so you may want to add other buttons there, or remove some. You can do all that by right clicking the toolbar and choosing *Customize*.

# **Your Wish List**

Comic Collector can be a great help in keeping track of the comics you plan to buy or watch: your Wish List.

#### The "Collection Status" field

You control the status of a comic in your collection with the Collection Status field. Possible values for this field are "For Sale", "On Order" and the most important ones: "In Collection" and "On Wish List".

You can change the value of the Collection Status field in the Edit screen (at the bottom).

### Add comics to your Wish List using the Quick Fill popup screen

Normally, when you add comics to your database, this field is automatically set to "In Collection", indicating that you actually own the comic.

However, the Add Comics Automatically screen also lets you add comics to your wish list directly, using the Quick Fill popup screen.

- 1. Check the boxes for the issues you wish to add to your wish list in the Add Automatically screen.
- 2. Click "Add Checked".
- 3. The Quick Fill popup should now show and you can change the collection status to "Wanted" there to add the items to your wish list.

The Quick Fill popup is enabled by default. Disable it by unchecking the "Always show this popup" checkbox at the bottom. If you accidentally disabled it you can re-enable it through the Settings Screen in your program under the Add/Update Comics Automatically setting.

Once you have some comics added to both your Collection and your Wish List,

#### On Windows:

You can use the Quick Filter panel to quickly switch between showing either your Collection, your Wish List or just everything. The Quick Filter panel is located top left, and opened with the blue button with the square and the arrow in it.

#### On macOS:

Use the tabs at the bottom left of the main screen to quickly switch between showing either your Collection, your Wish List or just everything.

### Take your Collection and Wish List with you everywhere you go

You can access your Collection and Wish List on the go. To do this, we've created 2 solutions for you:

#### **Free CLZ Cloud**

Upload your database to your own free CLZ Cloud, then access your collection and wish list from any online device. PCs, Macs, tablets, smart phones, etc.

CLZ Cloud is completely free for you. Check out our <u>demo CLZ Cloud page</u> to see what it looks like.

#### **CLZ Comics mobile app for iOS and Android**

Transfer your collection database and wish list to the mobile app, then use it to browse and search both lists from wherever you are. You can access it from the app, without an internet connection. Check out some screenshots on our <u>CLZ Comics page</u>. (requires separate purchase).

# **Adding**

• Adding Comics Automatically

# **Adding Comics Automatically**

### Introduction

The Add Comics Automatically screen is the fastest way to add comics to your database. It enables you to connect to our central database and download detailed information to your own collection. You can search by title or by barcode then add the comics directly to your collection, or to your wish list. Click the links below to learn more about the various options available to you in the Add Comics Automatically screen.

!{IMAGE-LINK+comic-add-comic-screen-m}!

#### **Contents**

- · Searching by Series Title
- Searching by Barcode

# **Searching by Series Title**

# **Searching by Title**

To search for a comic:

- Type the series title into the appropriate field.
- Click Search Now on the right or press enter on your keyboard to start the search.
- Comic Collector will search our database for appropriate matches. Click the + next to the result to view the issues from each series.
- Double click on one of the search results to see a detailed preview on the right.
- Use the columns and preview to select the correct item1 from the search results, then click Add Selected.

### Tips:

- Double click an issue to preview its' details in the Preview template on the right.
- Click the checkbox to the left of a series item to select all issues from that series, so that you can add em all in one go.
- Watch the Issue, Title and Date columns, as they will help you find the correct issues and variants.
- Right click a series entry and choose Sort Issues to change the order of issues in the issue list
  (Ascending or Descending). Choosing Descending here can be useful if you are adding your weekly
  new purchases, as this gives you the latest releases at the top.
- Right click a series entry and choose Filter Issues to select which issues you want shown in the issue list. Tip: choose Not in Database to only see the issue you don't have yet.
- And finally, use the Add To Collection / Wish List selector to indicate your preferred "collection status" of the new additions. Choose Collection for issues that you own, choose Wish List for issues that you want but do not own yet.

<< Adding Comics Automatically</p>
Searching by Barcode >>

# **Searching by Barcode**

# **Searching by Barcode**

Adding comics by performing a barcode search is not only easy, it also has its advantages:

- It instantly returns only **one** result, the exact comic that you own.
- · This one result is automatically shown in the Preview Panel, no double-click needed

!{IMAGE-LINK+comic-add-comic-barcode-m}!



If the exact barcode is not found in our central database, the first part of the barcode will be used to locate the series, you will then have to manually select the issue.

You can search by manually typing the barcode into the barcode field. If you have an iPhone or Android, check out our barcode scanning app CLZ Barry.

# **Queue Mode**

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Queue Mode is only available in the Pro Edition of Comic Collector

### **Queue Mode**

Queue mode allows you to add comics in batches. You can add multiple titles and/or barcodes to the search queue then search for them. Queue mode is the most efficient way to add comics to your database. Combined with a <u>barcode scanner app</u>, it makes light work of even the largest collections.

- 1. Open the Add Comics Automatically screen by clicking top left blue "plus" button in your program.
- 2. To enable queue mode, click the 'Show Queue' button.

With the Search Queue visible you can start queueing comics.

- Type the series title or barcode into the appropriate search field then click Add to Queue.
- Once you've queued up your comics, click Search All.
- Once the search is complete, click on an entry in the queue (top panel) to view the results (bottom 2 panels)

You now have three options for adding your comics:

**Add Anyway:** This will add the selected comic to your database without any additional information, using only your series title/barcode information. This is useful if no results are found in our database. You can add the comic title to your database then add more information manually.

**Add Selected:** This will add the comic you've selected to your database. First, click the comic in the Search Queue, select a result by clicking on it or checking the box next to it then click 'Add Selected'.

**Add All:** This option will remain gray until you click a result from the Search Queue, then select a comic from the Search Results. You can use the check box next to the comic then move to the next comic in the queue. Once you've selected a result for each comic you can click *Add All* to add the comics to your collection.

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You can select and add multiple comics from the search results. If you own multiple comics from your search result, you can check the boxes next to each release then use the Add Checked option to add all of them.

# **Pull List**

The Pull List tab shows you all issues of your pull list series that either have been released in the last 7 days or are going to be released in the upcoming months.

#### Add/Remove series to/from your Pull List

You can Add/Remove series to/from your Pull List by clicking the star icons in front of series titles (start by searching "By Title" and add some series to your Pull List).

#### Filter your Pull List

You can filter the Pull List to either show:

- · New issues in your Pull List series (default).
- · New issues in your series.
- · New issues in all series.



Double click the "Show all issues" text to see all issues in a series.

# **Barcode Scanner**

You can also use a barcode scanning app to Add Comics to your database. We have created CLZ Barry (100% free) for just this:

# **CLZ Barry barcode scanning app for iOS and Android**

CLZ Barry, available for both iOS (iPhone and iPad) and Android, allows you to scan barcodes using your mobile device and instantly send them to Comic Collector.



#### Find out more about CLZ Barry »

If you already downloaded CLZ Barry and you're looking for information on how to use it, please use one of the manual links below:

Manual for CLZ Barry iOS (iPhone and iPad) »
Manual for CLZ Barry Android »

# **Adding Comics Manually**

Adding a comic is done with the <u>Add Comics Automatically</u> screen. Just let the program download all comic details and cover images from the Core for Comics online database.

If we do not have the comic you're looking for, you can choose to add your comic manually.

### **Adding comics manually**

Click menu "Edit > Add Comic Manually" to begin.

This screen is just like the Edit Comic screen that you may already be familiar with. Only now all entry boxes are empty, ready for you to fill in. There are several different tabs with different Fields to fill out.

Click OK to save your new comic to your database.

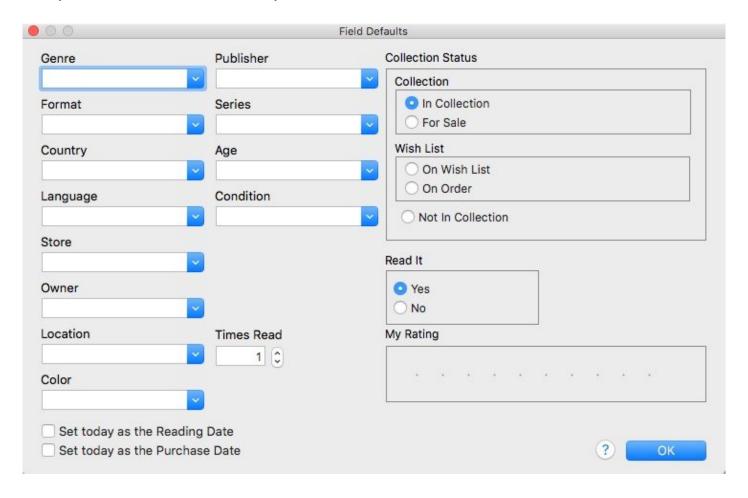
# **Default Values for Fields**

The Field Defaults screen in Comic Collector allows you to assign default values to comics when adding them to your collection. For example, If you are adding lots of comics purchased from Amazon, you can define the store using the Field Defaults. Each comic you add will then be assigned that store.

# **Setting Field Defaults**

To access the Field Defaults menu, click: Tools > Field Defaults

Here you can define default values for your comics.



The default value for "Collection Status" is only used when you're adding adding comics manually.

# **Managing your Database**

# **Edit Comic Entries**

- Edit Comic Screen
- Editing Multiple Comics

# **Edit Comic Screen**

All editing takes place in the "Edit Comic" screen, which you can open with the Edit button on the toolbar (blue pencil button) or by choosing Edit Comic from the Edit menu.



In this screen, you can find all the comic's properties, on multiple tab pages. Many of the comic 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 comic entries, is to add information that is specific to you, e.g. when and where you purchased the comic, who in your household owns it, your personal notes or ratings, etc...

### Example of adding a "Location" to one of your comics

- 1. Select the comic in your collection.
- 2. Click the blue pencil button in the toolbar (the edit button).
- 3. Click on the "Details/Personal" tab.
- 4. Top right of this edit tab you should spot the "Location" field for you to enter the location in.
- 5. Click "OK" to save and close the comic entry



If you would like to edit the list of options you have in your "Location" field, check out the "Add, Edit Merge List Items" topic.

After editing some fields, click the OK button to save the changes and return to the main screen of Comic Collector. If you're unhappy with the changes, click Cancel.

# **Editing Multiple Comics**



This feature is only available in the Pro version of Comic Collector.

### **Editing Multiple Comics**

• Make sure that the comics you want to edit are listed in the "list panel". Click menu View > List View to switch to List View.



Choose View > Folders > No Folders to have all your comics show up in the Main List.

- · Now select the comics you want to edit. You can use the standard Ctrl+click (or Command+click if you're on a Mac) and Shift+click to select multiple comics.
- Click menu Edit > Edit Multiple Comics.
- All values you enter here will be applied to all selected comics.
- If you leave a box empty, that field will be left untouched for all selected comics.
- · When you're done making changes, click OK.



You can clear a value for all comics in your selection by putting your cursor in the field and then pressing F8 on your keyboard.

# Editing comics one by one without leaving the Edit screen

- Edit one comic,
- Use the Next or Previous button to edit the next or previous comic in your collection.

# **User Defined Fields**

If you feel like you're missing a field you really need for your collection, the Manage User Defined Fields screen comes in handy.

Please note: This feature is only available in the PRO version of Comic Collector.

### Add User Defined Fields to your Comic's Edit Screen

You can add User Defined Fields to your own User Tab in the Edit screen. And you can add as many as you need.

Here's how you can add your own fields to the software:

- 1. Click menu Tools > User Defined Fields to start.
- 2. Click the blue "+" icon to add a user defined field, and select the Field Type (\*see below) you wish to add.
- 3. Now give your new User Defined Field a name.
- 4. This name will also appear in your Edit screen and Template.
- 5. Repeat for as many User Defined Fields you'd like to have.



Tip: On the right hand side you can see what your Edit Comic screen will look like with your own created fields. Don't like the order? Use the blue arrow buttons on the left to move your fields up or down! Or simply drag the fields inside the list up or down to get them into another order.

# **Field Types**

You get to choose between 7 different field types:

- Text: A free form text field.
- Pick List: The standard dropdown box where you choose one of the values. Add values for this field via the Edit Lists screen.
- Number (whole): A number field that does not allow decimals.
- Number (decimals): A number field that does allow decimals.
- Checkbox: A Yes/No checkbox.
- **Date**: A standard date field with a calendar popup.

 Checkbox List: A list of entries for you to check or leave unchecked. Add entries for this field via the Edit Lists screen.

### Create your own Header

All your User Defined Fields (including any old ones you've used in the past) will appear under 1 tab in the Edit Comic and under one Header in the Templates in the Details Panel.



Tip: Give your own collection of fields a Header (Tab Title) by filling in the Header field, top left of the "Manage User Defined Fields" screen. This name will be used in your "Edit Comic" screen and in the Template in the Details Panel.

### **Check your User Defined Fields**

Edit any comic and go to your User Defined Fields tab to see your fields, and start using them. If you add your user defined fields as columns to your list, you can also use the program's "Edit in List" feature to edit those fields.

Your user defined fields can be printed, used for columns, used for sorting, used for statistics, export to CSV/XML etc.

Any user defined field that you can add to/edit via "Tools > Edit Lists" can be folder-grouped on too via menu "View > Folders > Select Folder Fields".

#### **Use Caution**

When you change the field types, in a lot of cases the data will stay put (type "pick list" to type "free text" for instance). In some cases you will lose everything you filled in for your own field types for all movies when you change the type. In this case:

A warning will display when there's a chance of data loss when you move fields around/change field types.



Proceed with caution, there is no "undo" button.

#### **Delete a User Defined Field**

- 1. Click meu Tools > User Defined Fields
- 2. Select the field you wish to remove.
- 3. Click the Recycle Bin button.

4. Click YES on the warning.

Note: this can not be undone.

### **Export to CLZ Mobile / CLZ Cloud / Connect for Comic**

Right now, User Defined Fields are limited to our Windows and Mac OS X version only.

This means that currently, the User Defined Fields are *not exported* to our other products. So you will not see them on your CLZ Comics iOS / Android app, in your CLZ Cloud or in Connect for Comic.

# **Maintenance**

- Update File Links
- Add, Edit, Merge List Items
- Re-assigning Index Numbers

# **Update File Links**

Your comics in Comic Collector uses filepaths to show and open actual (image and digital comic) files from their original location on your computer. It can only show/open these files if they are in the location that the filepath is telling Comic Collector they are.

If you...

- · Have switched computers
- · Moved certain files and folders from one place to another
- Changed locations manually in your Tools > Edit List screen

....then it could be that the filepath Comic Collector has stored for that image/file is now *wrong*, and that the image/file does not exist in that location anymore.

If you wish to move your images or digital files to a new location (or have indeed done so already), you can tell Comic Collector where to find them using the built in "Update File Links" screen.

### Fixing broken links

Here's how to fix your broken links:

- In Comic Collector, click Tools > Maintenance > Update File Links
- Use the dropdown menu to filter on specific files, or leave it at "All Types" and then click "Next Step".
- · Missing links will now show in the top panel.
- You then have two options, <u>Automatic</u> or <u>Manual</u>.

# Option 1: Automatically fix broken links (search your HDD for new file locations)

The automatic feature makes relinking easier if you don't know the base folder for your files, but the downside is that it can take a while longer, depending on how automatic you'd like it to be. Automatic is useful if you have a very long list of broken links, if you've moved multiple types of data (images, digital music etc) or if your images/files have been moved, but you aren't sure where you moved them to.

- Click the Automatic radio button and click "Next Step".
- Browse to the folder on your computer containing your files. Decide if you wish to also search "Subfolders" by checking the box.



📯 Tip: Try to zoom in as deep on the folder containing your files as possible and do not just scan your entire HDD as it can take hours to scan an entire HDD.

Click "Next Step".

The New Folder field is now populated with the new location. For every item. Check and verify that the "New Folder" column is filled in now with the found path.

• To confirm the new path that it found, click *Update File Links*.

Any links that could not be found will remain in the Update File Links screen.

### Option 2: Manually fix broken links (use "Find and Replace" on the file path)

- Click the Manual radio button and click "Next Step".
- In the top box type the part of the file path that you wish to replace with something else.
- In the bottom box type what you wish to replace it with.

Alternatively you can Browse to the new folder containing your files, and it will just replace the entire path with your new folder path.

The New Folder field is now populated with the new location. For every item. Check and verify that the "New Folder" column is filled in now with your new chosen path.

• To confirm the new path that it found, click *Update File Links*.

Any links that could not be found will remain in the Update File Links screen.

# Add, Edit, Merge List Items

With every comic you add to your collection, Comic Collector stores common information in Lists. These lists come in most handy when add, or edit new comics.

All common information, such as Year, Genre, Format, Location, Owner, etc., is stored in Lists that you can easily edit. You can add, edit, delete and merge these List Items. When you do, the results of your changes are immediately visible in the drop down boxes in each Edit Comic screen.

#### **Contents**

- Adding New Values to your Lists
- Managing your Lists in the "Manage Pick Lists" screen
- Merging List Items
- The Benefits of Pick Lists

### **Adding New Values to your Lists**

There are 2 kinds of List Fields:

- · Pick List fields
- · Checkbox List fields.

Adding new values to these List fields can be done from the Edit Comic Screen.

#### 1. "Pick List" fields (dropdown boxes in Edit Comic Screen)

- Open the Edit Comic screen.
- · Click on a dropdown field to see what you already have in this Pick List field.
- Type in a new value to add it to the Pick List field.
- Then click OK to save the changes and the new value will be added to the Pick List field for future use in any other comic.

#### 2. "Checkbox List" fields (lists of checkboxes in Edit Comic Screen)

An example for a multi-value Checkbox List field is "Genre".

For Checkbox List fields, the process is slightly different. These show up in the Edit Comic Screen as a list of checkboxes.

- To add a new value: type it in the box that is below the checklist, then click the blue + icon.
- The value will be added, checked, and saved for future use in any other comic.

#### **Back to Contents**

### **Managing your Pick Lists**

For full control of your pick lists, you can use the Manage Pick Lists screen.

Click *Tools > Manage Pick Lists* to get there and choose the list you wish to work on.

Now you can use the Add Item button (blue "plus" icon) to add your own list items. You can also remove existing entries, edit their names, merge duplicate entries and fix erroneous entries.

You can manage all the program's "pick lists" here (Formats, Subjects, Studios, Publishers, Platforms, Series, etc...) and of course all people lists (Artists, Authors, Producers, Actors, etc...).

#### **Back to Contents**

### **Merging List Items**

If you have "duplicates" in your Pick Lists, you can actually "merge" two list items into one. Select each one of them, then **right click** and select "Merge to:" and then pick one.

#### **Back to Contents**

#### The Benefits of Pick Lists

- They save you a lot of typing. Once a value has been entered in the list, you can just select it from a list instead of retyping it every time.
- The actual item name is stored in the database only once, so if you fix a typo, it automatically fixes that typo for all comics that use that item name.
- They let you control the correct sorting of person names, by entering their first and last names.
- A correctly maintained pick list ensures that your comics are correctly grouped into folders on the main screen.

#### **Back to Contents**

### **Re-assigning Index Numbers**

#### How Index numbers work

Comic Collector automatically assigns and increments index numbers. The Index value is assigned when you add an comic to the database. The next comic 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 comic will still increment on the last added comic.

#### Example:

- If you have #s 1,2,3,4,5,6,7,8,9,10
- · You delete #4
- The next comic you add will automatically be #11. #4 will not return.
- If you manually change #11 to #4, the next comic you add will be #12 so you will be missing #11.

Auto Increment Index can be switched off if you want via menu Tools > Options > Index Field

#### **Automatically Re-assign Index Numbers**

If you automatically want to fill in the gaps, you can re-assign Index numbers:

- 1. Click menu Tools > Maintenance > Re-Assign Index fields
- Choose which fields the software should sort all comics on, and it will assign index numbers based on that sorting.



Automatically re-assigned Index numbers can not be reverted.

#### **Manually change Index Numbers**

- 1. Select the comic
- 2. Click the Edit button (pencil button on toolbar)
- 3. Change the number in the INDEX field for that comic. (bottom of the edit screen).
- 4. Click OK.

### **Delete Orphaned Images**

Clean up your hard-disk by deleting all unused cover images and thumbnails.

Open the tool using *Tools > Maintenance > Delete Orphaned Images* 

- This tool scans your configured Images Folders to find all images that are not linked to your current database file.
- Browse the list of found orphaned images in List or Images View. Check thoroughly to make sure these can all be deleted.
- Finally, use the red "Delete Selected Images" button, and all "checked" images will be removed from your computer.

Do NOT use this tool if you have multiple databases !!!!

This tool deletes all images that are not linked to the database you have open, so that includes images that are linked to **other** databases!

# **Loan Manager**

#### Introduction

Comic Collector's Loan Manager allows you to track comics that you've loaned, who you've loaned them to and when they are due to be returned. The Loan Manager can also warn you when a comic on loan is overdue.

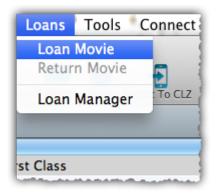
#### **Contents**

- Loaning a comic
- · The Loan Manager
- Using a barcode scanner to loan comics
- Returning comics
- Managing Loanees
- Overdue loans

#### Loaning a comic

Loaning a comic from Comic Collector can be done in a few different ways:

1. Via the Loans menu.



- · Select the comic you wish to loan from your Main List
- Click Loans > Loan Comic
- 2. Using the icon in your toolbar

- Select the comic you wish to loan
- Click the icon with the arrow (shown above)\*

After selecting one of the methods above, a new screen will appear.

Here you can define who you are loaning the comic to as well as specifying the loan and due date.

If you accidentally set a return date, click Clear to remove it.

Once you've defined the date and the Loanee click OK and the comic will be placed into your Loan Manager.

• Back to Contents

#### The Loan Manager

The Loan Manager enables you to quickly see which comics are on loan, who they are on loan to and most importantly, which comics are overdue. You can also loan and return comics directly from here using your barcode scanner.

To access the Loan Manager click Loans > Manage Loans.

At the top you can see comics which are currently on loan.

Entries highlighted in red indicate that the comic is overdue.

Below the Current Loans you have your Loan History, this contains the history of all comics you've ever loaned, who to, and when they were returned.



You can sort or filter your list using the columns and search box. Click a column header to change the sort order, or type something, such as the loanee name into the search box. To activate/deactivate a filter, click the funnel icon next to the search field.

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#### **Using a Barcode Scanner To Loan Comics**

You can use your barcode scanner to quickly loan and return comics via the Loan Manager screen. Here's how:

- Click Loans > Loan Manager
- · Select 'Loan a comic'
- · Define a Loanee and due date for the loan
- · Click in the barcode field then scan the comic's barcode with your scanner
- The comic will automatically be added to your current loans
- Back to Contents

#### **Returning Comics**

Returning comics is just as easy as putting them on loan. You can use the same menu or icons you used when loaning the comic.

- 1. Via the Loans menu
  - Select the comic you wish to return from your Main List
  - Click Loans > Return Comic
- 2. Using the Loan icon in your toolbar
  - Select the comic you wish to return from your Main List
  - Click the icon shown above to return the comic
- 3. Via the Loan Manager
  - · Click 'Return an comic'
  - Scan the barcode into the barcode field
  - You can also return comics by dragging them from the Current Loans to the Loan History.

#### **Managing Loanees**

During the process of loaning a comic you are asked to specify who it will be on loan to. When you do this, the name is automatically added to your 'Loaned To' list.

You can add details such as the loanee's home address, telephone number and e-mail address. Here's how:

Click Tools > Manage Pick Lists

- Use the blue folder icon in the top left to locate the 'Loaned To' list
- Click the + to create a new entry, or double click an existing one to edit
- · Here you can enter additional information about the loanee

#### **Overdue loans**

The new Loan Manager now has a built in notification system. If a comic on loan becomes overdue, a pop up appears when you start Comic Collector.

This warning will appear each time you start Comic Collector and you have an overdue loan. You can disable the warning by ticking the box 'Don't notify me...'. You can also toggle this warning in the Options.

- Click Tools > Options > Loans (on macOS click Comic Collector > Preferences > Loan Management)
- · Here you can control whether or not you'll be warned about overdue loans

# **Browsing**

- Searching
- Sorting your Collection
- Grouping into Folders
- Choosing Columns

# **Searching**

• Quick Search

### **Quick Search**

The Quick Search box can be found top right of your screen. Type the series title or barcode of the comic you wish to find and type "Enter" to perform the search.

Comic Collector will find your title, but it can also find other entries depending on what you searched as the program also searches quite a few other fields of all comics.

Click on the "X" inside the Quick Search box to cancel the search and return to your list of comics.

### **Sorting your Collection**

With your collection stored digitally on your computer, sorting your list in various different ways can be done in a few clicks:

- · Click a Column Header
- Sorting on Multiple Fields
- · Sorting by Series Title
- · Sorting by Person fields
- Sorting on Date Added

#### Click a Column Header

The most basic way to sort your list is to click on the column header of the field that you want to sort on.

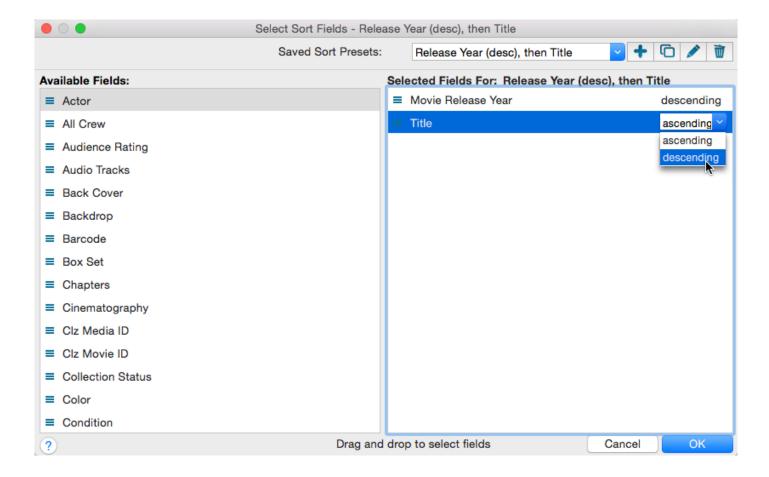
For example, if you want to sort by Release Year, click on the header of the Release Year column in the list. Instantly your list will rearrange, oldest items at the top, the newest ones at the bottom. If you wish to have it sorted the other way around, click on the column header again to reverse the order.

Read more about changing columns our manual.

#### **Sorting on Multiple Fields**

Comic Collector also lets you sort on multiple fields:

- Windows: Click on menu View > Sort Order > Select Sort Fields
- Mac OS X: Click on menu View > Select Sort Fields
- In the screen that opens, click the blue "Plus" button to create a new Saved Sort Preset.
- Give this new Saved Sort Preset a name and click OK.
- Drag the fields you wish to sort on from the available fields on the left to your preset box on the right.
- Decide the order of the sorting by dragging the checked fields up or down.
- Choose if that field should sort ascending or descending.
- Comic Collector will first sort on the field at the top, then the one that is under that, etc.



A couple of "Saved Sort Presets" will come pre-installed with Comic Collector, try them out to see how they sort. You can quickly access your pre-set "Saved Sort Presets" via the "AZ" sort button "Top Right" of your "List Panel" in the "Main Screen".



Creating your own pre-set "Saved Field Sets" is only available in the PRO version of Comic Collector.

#### **Sorting by Title**

If you tell the program to sort on the Title field, it actually uses the "Title Sort" field instead (if it is filled in). If the Title Sort field is not filled, the Title field itself is used. You can find and change the Title Sort field in the Edit Comic screen. For instance, if the series title is "The Scrupulous Comic", you can set the Title Sort field to "Scrupulous Comic" to make it appear in the S's when sorting, while still displaying 'The Scrupulous Comic'.



You can use the *Generate* button above the Title Sort field to generate the Title Sort field automatically.

Use Tools > Options > Title Sort to tweak the list of recognized articles (we already added a couple for you there).

#### Sorting by Person field

When sorting on a "person" field, the program automatically sorts on the person's "Sort Name" which is Last Name, First Name. By default, the program shows the Display Names in lists, while it sorts on the Sort Names. For the name John Doe for example, the program will use "Doe, John" for sorting, making sure the item is sorted in the D (of Doe) range instead of the J (of John) range. This only works if the person's first and last name are filled in correctly.

You can change a name by editing the comic this person is in, and finding the field this person is in on the various tabs. You can directly modify the first and last name there.

Any other comic that is using the same person, will also receive these name changes so you only have to set the name correct once.

Edit names via the Edit Comic screen:

Alternatively, you can go to *Tools > Edit Lists*. Select which list you want to edit (e.g. the List). Double click items to modify or fill in First and Last Names.

Edit names via the Edit Lists screen:

If you want, you can make the program show Sort Names in lists instead by checking the "Show Names as "Last Name, First Name" setting.

This option is found in the menu *Tools > Options > Sorting / AutoCap / Index*.

#### Sorting on date added

The newest items in the database have the highest Index numbers. The Index number field should already be added to your columns, so click the column header of "Index" to sort by it.



Some users prefer using the "ID" field for sorting on last added comic and it's often more reliable because the Index can be manually changed, the ID field can't.

### **Grouping into Folders**

#### Introduction

Folder grouping allow you to browse your comics grouped into folders. Almost any field in Comic Collector can be set as a folder group option.

You can also create folder grouping within different folder grouping. Comic Collector comes with a variety of pre-set folder group sets, but you can also create your own Saved Folder Presets.

#### **Contents**

- · Selecting a Folder view
- Define your own Folder views
- The [None] Folder
- Important to know

#### Selecting a Folder view

To start viewing your comics grouped in folders:

• Click on menu *View > Folders*, and then pick one of the pre-sets.

Comic Collector then automatically groups all your comics into folders based on the information it has on those comics.

If you wish to disable folders, click *View > Folders > No Folders*.

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#### **Define your own Folder views**

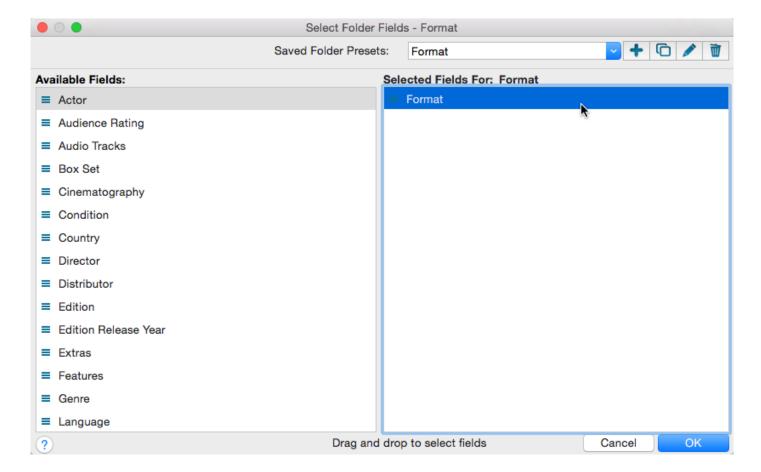
You can define your own folder views via the Folder Field Selection screen.



Creating your own pre-set "Folder Views" is only available in the PRO version of Comic Collector.

Click View > Folders > Select Folder Fields

You'll now see the Folder Field Selection screen.



- · Fields available to group on are shown on the left.
- · Fields currently used for grouping are shown on the right.

Select a Saved Field Preset from the dropdown (top right) to view which fields are used inside that set.

You can click and drag from the section on the left to the Selected Fields area on the right. (or drag back fields you don't want).

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#### The [None] Folder

When selecting certain Folder Sets, you may notice the [None] folder at the top of the list.

The [None] folder contains comics in your collection that have not been assigned a value for the folder set you've selected. For example, if you have selected Genre folders, the [None] Folder will contain comics in your collection that do not have a Genre assigned. If the Subject folders are selected, then the [None] folder contains comics that do not have a subject, etc.

To remove items from the [None] Folder, you will need to specify a value for the comic that appears in the [None] Folder. Open the Edit Comic screen and enter something for that field, the comic will then be moved out of the [None] Folder.

#### Important to know:

**Q**: How do I create a new folder?

**A:** You don't actually "create" folders in your main screen. Folder grouping happens automatically based on what information you have for your comics.

Example: If you are using "Genre" folders right now, and you set "Comedy" as a Genre for a comic, that comic will appear in the "Comedy" folder.

**Q**: How do I move comics to another folder?

**A:** Example: Wish to move the comic from the "Comedy" genre folder to the "Horror" genre folder? To do this, Edit the comic and uncheck "Comedy" as a genre, and then check "Horror" as genre. Hit OK and it will now be in the "Horror" folder in your main screen.

**Q**: Why do I see my comic in multiple folders?

A: Example: If an comic has multiple genres, it will appear in multiple genre folders.

### **Choosing Columns**

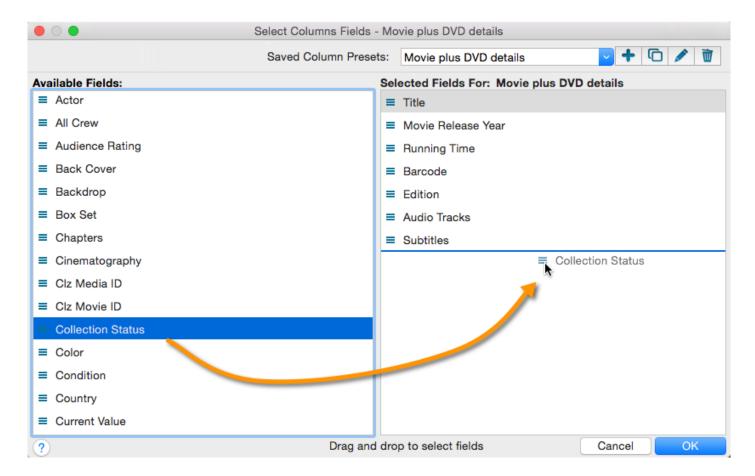
#### **Contents**

- Adding or Removing a Column
- Change the order of the columns
- · Create/change a Saved Column Preset

#### Adding or Removing a Column:

To add or remove a column, first access the Column Field Selection screen:

- Windows: Click on menu View > Columns > Select Column Fields
- Mac OS X: Click on menu View > Select Column Fields



- · This is the Select Column Fields screen.
- · Fields available for use as Columns are shown on the left.

· Fields currently used as Columns are shown on the right.

You can click and drag from the section on the left to the Selected Columns area on the right. (or drag back fields you don't want).

• Back to Contents

#### Changing the order of the columns

In the main screen in your list, you can change the order of your columns by clicking and dragging them left/right to another position:

· Back to Contents

#### **Create/change a Saved Column Preset**

You can switch between Saved Column Preset via the "Column" icon top right of your "List" panel in the main screen.

We added a couple you can check out. Click the "Column" icon and see which ones you can try.

You can also create your own:

- Windows: Click on menu View > Columns > Select Column Fields
- Mac OS X: Click on menu View > Select Column Fields

Create a new Saved Column Preset with the blue plus icon. Give it a name and click OK.

Now drag the fields you wish to use in this Saved Column Preset from the available fields on the left, to the right.

# **Importing / Exporting**

#### Text/CSV import:

- Full import via Connect
- <u>Limited import</u>

#### Export to Text/CSV/Excel:

- Export to Text / CSV
- Export to Excel

#### Backup and Print:

- Creating a Backup
- Printing a Simple List

# **Import from Text / CSV**

You can import an existing text or CSV file into Comic Collector.

The program has an import screen available with which you can import a limited set of fields:

- Full import via Connect
- <u>Limited import</u>

### **Full import via Connect**

To perform a full import from a text or CSV file you can use the Comic Connect Import Tool. The steps consist of first importing all items into Comic Connect, and then syncing those items from Comic Connect to Comic Collector on your computer.

#### 1. Importing your Text/CSV file to Comic Connect

- 1. Go to the Comic Connect website.
- 2. Log in with your CLZ Account you also use for Comic Collector on your computer. (if you don't have a CLZ Account, create one by registering for a 30-day free trial)
- Click on the Wrench icon top right of the page and click Import.
   (if you don't see the Import button, register for a 30-day free trial first)
- 4. Follow the instructions on screen to set up the import.
- 5. Click Import comics to run the import.

All your comics have now been been imported into Comic Connect.

#### 2. Syncing from Comic Connect to Comic Collector on your computer

After you've done the import you now need to get all those imported comics from Comic Connect to Comic Collector on your computer:

- 1. Start Comic Collector.
- 2. Click menu CLZ Cloud > Synchronize.
- 3. Log in using the same CLZ Account you created/used on the Comic Connect page.
- 4. Click Sync Changes to sync all comics to your computer.

Done! You should now have all comics in Comic Collector on your computer.

### **Limited import**

#### **Contents**

- Preparing for import
- Importing
- Updating your data

#### Preparing for import

With Comic Collector you can import a .csv or text list. Comic Collector's text import is limited to these fields: Series, Issue No., Issue Ext and Publisher. It is not possible to import any additional fields.



Your text file must contain only these fields, and must also use the same order: Series, Issue No., Issue Ext and Publisher.

- 1. Create a \*.txt or \*.csv file with a text editor program such as Notes or TextEdit with all your "to be imported" comics (you can also export to a \*.txt or \*.csv file from your Spreadsheet program).
- 2. Save this text or CSV file (with UTF8 encoding).

#### **Importing**

Here's how to import your text / csv file:

- 1. Start Comic Collector
- 2. Click: File > Import From > Text
- 3. Click Browse and locate your txt/csv file
- 4. Set the text qualifiers and delimiters to match your text file
- 5. \*Check the preview\*\* to ensure everything appears correctly
- 6. Once complete, click OK to import the list



If you check the preview and nothing shows, at all, it means your Text or CSV file is not saved with "UTF8" Encoding. Open it with your text editor and re-save it with UTF8 encoding.

#### **Updating your data**

After importing you can retrieve more information from the Core for Comics Online Database. Here's how:

- 1. Click Edit > Select All
- 2. Click Edit > Update Comic(s) Automatically
- 3. A message will appear asking you if you'd like to link your comics, click Yes.
- 4. Comic Collector will now search our online database
- 5. Results will be shown at the bottom of the screen
- 6. Select a result form our database then click *Update*
- Back to Contents

### **Export to Text / CSV**



This feature is only available in the <u>PRO version</u> of Comic Collector.

Here's how you can export your collection to a text or CSV file:

- Click: File > Export to > Text...
- In the Export to Text screen, you can select the Sort Order (or use the Main Screen setting). You can also select the fields you want to export.
- Name your file and click the Export button. By default your file will be saved in the Collectorz.com/ Comic Collector folder.



On macOS computers, the file will always save as a .txt file. You can change the extension of the file to .csv later if you'd like.

### **Export to Excel**



To do this, you need the Pro Edition of Comic Collector

#### **Step 1: In Comic Collector:**

- 1. Use the menu File > Export to > Text.
- 2. Choose which fields you would like to export through the **Fields** button.
- 3. Click 'Browse' to define a location for your export.
- 4. Choose a filename for the export, and save as either .txt or .csv.

#### Step 2: In Excel:

- 1. Open the .csv or .txt file you saved.
- 2. Excel will place the fields properly into columns.



Note: You can not import changed data back into our software from Excel.

#### Warning: "Could not create file"

If you get this warning, please ensure you've specified a location for the export. So: Make sure you click 'Browse' from within the Export to File screen to define a location for the export.

### **Creating a Backup**

#### **Automatic Database Backups**

Comic Collector automatically keeps multiple time-stamped backups of your database file

- The software keeps multiple time-stamped database backups, saved to your Backups folder as "[yourdatabasename].\*.CMCP [timestamp] <sup>1</sup>Comics".
- Use the "Number of Days" setting in Comic Collector / Preferences / Backup to select how many days of backups you want to keep. Older files are automatically pruned.
- Use the Tools / Maintenance / Restore Database submenu to easily restore a backup. Restored backups are copied back inside your \*.CMCP database file.

The automatic database backups do not include your image files, it is just a backup of the database (textual data) itself.

#### **Creating an External Backup manually**

Although Comic Collector creates an immediate backup of your database file, it's advisable to create an external backup of your complete collection (including thumbnails and images), in case your computer catches a virus. Or worse.

To do this, copy the complete \*.CMCP database file and your images folder (if you use an external images folder) to an external hard disk, a USB stick or burn it to a CD-ROM or DVD.

#### Where is the database file located?

If you don't remember where you saved your database file, you can find out:

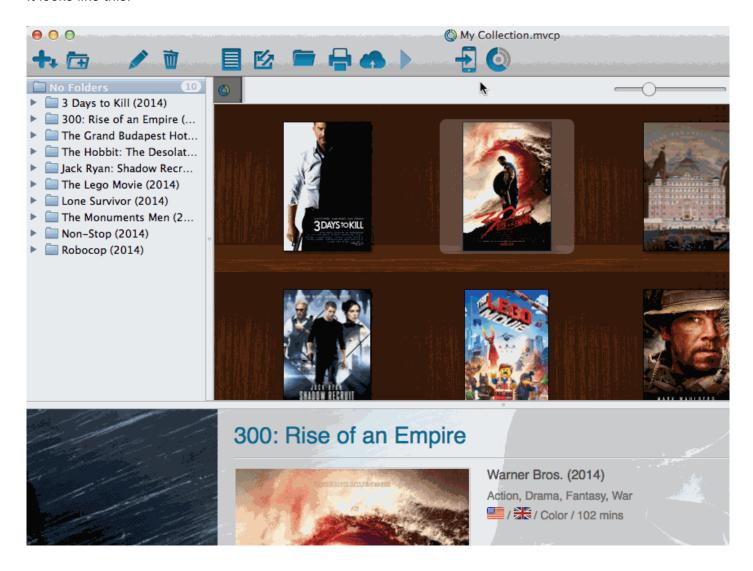
#### **Method 1: From inside the program.**

The easiest way to find out is to open the program, with your database open, and then "right click" on the database name you see at the TOP of the program (in the middle). If you can't right click, you can hold CTRL on your keyboard and LEFT click on that database name.

- 1. Right click title of database, top middle of program.
- 2. A dropdown shows up.

3. From that dropdown, click on the first item BELOW your database name.

It looks like this:



This one shows how to locate it for Movie Collector but it's the same for all Collectorz programs.

#### Method 2: Use Spotlight

Open Spotlight (COMMAND + SPACEBAR) and type:

- MVCP (for Movie Collector)
- BKCP (for Book Collector)
- CMCP (for Comic Collector)
- MUCP (for Music Collector)

#### Method 3: Go to the default folder directly

Last method is via Finder. Open Finder, and then go to DOCUMENTS > Comic Collector and then find your database there. That is the default location.

### **CLZ Cloud / Core**

- Synchronize with CLZ Cloud
- Activating your Free CLZ Cloud
- How the CLZ Cloud works
- Linking your comics for CLZ Cloud

# **Synchronize with CLZ Cloud**

CLZ Cloud is a free service for storing and backing up your collection database in the cloud. It is also the recommended way for syncing data between devices, e.g. from your Windows or Mac software to your iOS app, but also between iPhone and iPad.

If you own multiple devices, e.g. iPad and iPhone, you will need a free CLZ Cloud Account so that you can sync data between your devices.

Using the CLZ Cloud service is free for everyone, including Pro edition owners, Standard edition owners and owners of the mobile apps.

#### **Contents**

- Syncing your collection with CLZ Cloud
- <u>Uploading Images</u>

### Syncing your collection with CLZ Cloud

#### Windows / Mac



- 1. Click on menu "CLZ Cloud > Synchronize" or click this button on the toolbar:
- 2. The program will now check if there are any changes that need to be synced up or down.
- 3. Click the "Sync Changes" button to process all changes.



If you cancel the sync at any point, or the connection gets interrupted, you can restart the sync and it will continue where it stopped.

#### iOS / Android

- 1. Tap on the CLZ Cloud button to open the sync screen: the "..." more button, and named "Sync with CLZ Cloud")
- 2. The app will now check if there are any changes that need to be synced up or down.
- 3. Tap the "Sync Changes" button to process all changes.



If you cancel the sync at any point, or the connection gets interrupted, you can restart the sync and it will continue where it stopped.

If you're getting any errors, please consult the troubleshooter.

### **Uploading Images**

Comic Collector will try to upsync cover images for comics that don't already have a cover in the CLZ Cloud. The images are restricted to 500kb in size, if your images are larger than this, they won't be uploaded.

Images are only automatically upsynced to CLZ Cloud if:

- The image is below 500kb in size
- · Your comic is not linked
- · We don't already have a cover for that comic
- · The cover we have is of lower quality

If we already have a cover for your comic the default image from Core for Comics. That's why" it's important to link your comics":#linking-your-items to the correct comic in Core for Comics (only possible on PC/Mac currently).

If you have a cover that you want to upsync to CLZ Cloud even though there's already one in CLZ Cloud you can do this using this method:

### Manually Upload a Cover to CLZ Cloud

#### Windows/Mac

- 1. Right click on the comic
- 2. Click Upload Cover for Selected Comic

#### iOS/Android Mobile device

- 1. Select an comic
- 2. Tap the pencil icon to edit the item.
- 3. Near the cover image tap on the square icon with the arrow pointing out of it.
- 4. Now tap "Upload Cover to CLZ Cloud".

### **How the CLZ Cloud works**

CLZ Cloud is a free service for storing and backing up your collection database in the cloud. It is also the recommended way for syncing data between devices, e.g. from your Windows or Mac Comic Collector to CLZ Comics on iOS / Android, but also to sync between your mobile devices.

If you own multiple devices, e.g. iPad and iPhone, you will need a free CLZ Account with free CLZ Cloud service enabled so that you can sync data between your two devices.

Using the CLZ Cloud service is free for everyone, including Standard edition owners, Pro edition owners, and owners of the mobile apps.

### Linking your comics for CLZ Cloud

### Linking your comics for syncing with CLZ Cloud

Before uploading your comics to CLZ Cloud from the Windows or Mac software, you need to "link your comics".

### Comic Collector, CLZ Cloud and Linking

Comic Collector is built around the our central online database: *Core for Comics*. For the online user databases in CLZ Cloud, all factual comic details (cover artist, writer, etc) and cover images are used and shown directly from *Core for Comics*.

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

This factual data is not uploaded to CLZ Cloud when you sync your data from Comic Collector. It only uploads your personal data fields like Collection Status, Purchase information, Notes, Rating, etc...), plus the link to the corresponding comic entry in Core for Comics (basically just the CLZ Comic ID of the entry inside Core for Comics).

So in order to see full comic details and cover images in CLZ Cloud, it is essential that your local comic entries are linked to the corresponding entries in Core for Comics.

Without linking, your comic entries will show up as simple Title entries, with just your personal data. No cover artist, writer, etc.

### How to link your comics

If you have been using the Add Comics Automatically screen to catalog your comics, selecting and downloading the data from Core for Comics, then most of your comics will already be linked.

You will only need to link the comics that you added manually.

To link your comics, click menu *CLZ Cloud > Link Comics* and let the program search for your comics in the Core for Comics. Link whatever you can (no problem if you can't link a couple).

You can search all of them at once, or check the results and focus on each single comic before linking it.

# The advantages of the Linking with Core for Comics and central shared data in Core for Comics

\*Automatic Updates: \* When our content managers or other users update the comic information in *Core for Comics* (e.g. to add a better cover image, to improve data, or to fix a typo), you will immediately see those changes in CLZ Cloud.

No need to "Update Comics Automatically". Your collection in CLZ Cloud always automatically shows the latest version of the data and cover art.

It's fast: Sharing the factual comic data means that its retrieval can be optimized (e.g. by caching), resulting in a smooth experience when browsing your CLZ Cloud comic collection. Also, syncing up from your desktop/mobile app v is very fast, because only your personal data and a single ID value needs to be uploaded to your CLZ Cloud.

**It's efficient:** Shared factual comic 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 comic collection data.

#### What if a comic is not in Core for Comics?

This shouldn't happen too often, but here's what you can do to handle this situation and at the same time help us improve Core for Comics:

Good to know: You **can** upload and keep unlinked comics in your CLZ Cloud. Unlinked items will show up online with just some basic information and will include your personal data, including the cover image that you may have added yourself to the unlinked comic.

TIP: For comics not available in our central database, make sure to include the barcode in your unlinked entry, so that our Content Team can spot popular "un-linked" comics and add them to the central database. As soon as they do, your entry will automatically become a full entry with all comic information.

Also, if you **do** have full information for that comic you can right click it in your collection and report it to Core to add/make correction in Core for Comics.

### Report / Submit to Core

Comic Collector is built around the our central online database: Core for Comics. It's the central online database that is searched when you use the Add Automatically screen in Comic Collector, and the central online database that is used to display all kinds of shared information in your CLZ Cloud.

Our content managers work on Core for Comics every workday here to keep Core up to date with the latest comics and their cover artist, writer, etc.

Of course, it can and will happen that we're missing some details for your comics here and there. It might also happen we don't have your comic at all.

For this we created a Report / Submit to Core option in Comic Collector.

#### Submit a comic directly from Comic Collector

- 1. Select any comic in your collection and click menu "CLZ Cloud > Submit Comic to Core".
- Comic Collector will grab your comic and upload it to Core for Comics.
- 3. Your webbrowser will open up Core for Comics and ask you to login with your CLZ Account
- 4. You can compare your submitted data to the data that is stored in Core for Comics
- 5. Important: After you're done with the repairs you wish to make in Core for Comics, click the green "Submit Changes" button, bottom left of the page.



The "Submit to Core" button can also be found in the right click menu (when you right click an comic and also inside the "Edit Comic" screen.

#### Report a missing comic

If you try to search a comic automatically with the Add Automatically screen, but Core for Comics doesn't have it, you will be prompted to report the missing comic to core.

#### Report or Repair an comic directly via the website of Core for Comics

Instead of using the Comic Collector, or if you only own CLZ Comics for iOS / Android you can still report errors, missing comics and submit changes to Core for Comics by directly opening the Core for Comics website and logging in with your CLZ Account there.

# **CLZ Comics Mobile App**

- Sync with CLZ Cloud
- Exporting with Wi-Fi / USB
- CLZ Movies for iOS
- CLZ Movies for Android

# Sync with CLZ Cloud

You can sync your collection from your Windows / Mac computer to CLZ Comics for iPhone / iPad / Android via CLZ Cloud.

Instructions can be found in our CLZ Comics manual:

- I have an iPhone / iPad
- I have an Android mobile device

# **Exporting with Wi-Fi / USB**

**!** 

We do not recommend using WiFi or USB export from Comic Collector, we recommend using <u>CLZ Cloud syncing</u>.

You can sync your collection from your Windows / Mac computer to CLZ Comics for iPhone / iPad / Android via your home WiFi network, or by creating a file and putting that file on your mobile device (USB).

Instructions can be found in our CLZ Comics manual:

- I have an iPhone / iPad
- I have an Android mobile device

# **CLZ Comics for iOS**

Please find all instructions on how to export your comic collection to your iPhone / iPad (and everything else regarding CLZ Comics) on our dedicated manual page:

• Manual for CLZ Comics for iOS

# **CLZ Comics for Android**

Please find all instructions on how to export your comic collection to your Android device (and everything else regarding CLZ Comics) on our dedicated manual page:

• Manual for CLZ Comics for Android

# **Licensing and Updating**

- Buying
- <u>Unlocking</u>
- <u>Updating Comic Collector</u>
- Your CLZ Account
- About Update Plans

# **Buying**

#### **Contents:**

- Buying
- About Update Plans: What is an Update Plan?
- · Payment possibilities
- Do I need an Update Plan to keep using the software?

#### **Buying Comic Collector**

When you buy a new Standard or Pro license for our Windows or Mac software, you will get a free one-year "Update Plan", starting on the purchase date and ending a year later.

In other words, after buying a new license, you'll get one year of free updates of your software.

After the Update Plan expires, your software will stay fully functional, you will still be able to access our central online databases in the Add Automatically screen, you will still be able to report missing entries and errors to Core and you will keep full access to your free CLZ Cloud storage.

However, you will not be able to download and use any future versions, that is, versions that are released after the Expiry Date of your Update Plan. You will always be able to re-download the latest version that your Update Plan entitles you to.

### **About Update Plans: What is an Update Plan?**

An Update Plan is how you pay for updates of Comic Collector. If you want to be able to update to newer versions of your software, you need to have a valid Update Plan (either paid for with a monthly subscription or using one of the fixed-period Pre-Paid options). An Update Plan gives you the right to download and use any versions of Comic Collector that are released between the Plan's Start and Expiry Dates.

When you purchase a new Comic Collector Standard or Pro license, you will get one year of free updates. In other words, a 1-year free Update Plan will be automatically generated, starting on the purchase date and ending a year later.

## Payment possibilities

After your free year (or after your Update Plan expires), you can choose to purchase a new Update Plan. There are two ways to pay for your Update Plan:

#### 1. Monthly Subscription: Recurring payment

This is an automatically recurring credit card payment of US \$2.50 / month.

MasterCard, VISA or AMEX only. You can cancel recurring payments anytime.

Duration	Price
1 month	US \$2.50 (recurring)

You can cancel your recurring payment(s) on the Account page of the My.CLZ.com site. Login there, then click "Account" in the menu bar at the top. You will find your recurring payment(s) on the right. Click the green Cancel button(s) to cancel.

#### 2. Pre-Paid: One-time payment

All payment methods available (inc. PayPal). No subscription, stops automatically. Available options (prices are per program):

Duration	Price
3 months	US \$6.95
6 months	US \$12.95
1 year	US \$24.95
2 years	US \$44.95
3 years	US \$64.95
4 years	US \$79.95

## Do I need an Update Plan to keep using the software?

The Collectorz.com software for Windows and Mac is "pay once and use forever" software. The Update Plans is how you pay for optional software updates (or in other words: newer versions).

When your Update Plan expires, your existing software will stay fully functional. That means: you will still be able to access our central online databases in the Add Automatically screen (to add comics to your collection), you will still be able to report missing entries and errors to Core and you will keep full access to your free CLZ Cloud storage.

The only thing you can not do if you don't have a valid Update Plan is update your software to a newer versions that are released after the Expiry Date of your Update Plan. You will of course always be able to re-download the latest version that your last Update Plan entitles you to.

# Unlocking

#### **Unlock Comic Collector out of Trial Mode**

When the program thinks you're in Trial Mode (or you get a "Trial Expired" message) but you do own an update plan, you can unlock the software with your CLZ Account's username and password.

- 1. Start Comic Collector
- 2. The "Trial Expired" / "Trial Edition" screen appears.
- 3. At the bottom of this screen, click **Unlock Software** (or if this screen has closed already, click menu "Buy" then "Unlock Software").
- 4. At the top of the screen, enter your **CLZ Username** (or email address) and your **CLZ Password** and click the *Login* button
- 5. The program will now connect to the Collectorz.com server to download your Cobalt License and Update Plan Expiry Date.





Forgot your CLZ Account details? You can request a new password on the CLZ account website.

## If you don't see an option to unlock the software

It may mean your software is already unlocked. To verify this, click on menu "Tools > My CLZ Account" and read what the screen says there.

# **Updating Comic Collector**

Here at Collectorz.com we are always busy, working to improve our software. As too for Comic Collector. On a regular basis we release a new (better) version. Don't miss out!

You can have Comic Collector check for updates automatically, or you can check for them manually.

## **Automatically check for updates**

Comic Collector checks for updates automatically once a week. You can change the frequency of this check in the Options screen. To do this click on menu:

Windows users: "Tools > Options" and then find the "Check for Software Updates" in the left hand panel. Mac OS X users: "Comic Collector > Preferences" and then click on the "Update" tab at the top.

Comic Collector can check for updates at start up (Always/Daily), Weekly, Monthly or not at all.

## Manually check for updates

To make the program check for an update "right now", click on menu:

Windows users: "Help > Check for Update..."

Mac OS X users: "Comic Collector > Check for Updates..."

- When your version is the same as the latest: your Comic Collector is up to date.
- When your version is lower than the latest: you can opt to click the "Update Now" button to download and install the latest version.



To download the latest updates you will need a valid Update Plan. If you don't have the latest version, the "Check for Updates" screen actually shows you if your Update Plan is still valid. Alternatively you can check your <u>CLZ Account page</u> to see till when your Update Plan is valid.

<< Unlocking Your CLZ Account >>

## What is an Update Plan?

An Update Plan is a subscription for getting updates for the Windows and Mac editions.

The licenses for our Windows/Mac software are forever, you can keep using the software for as long as you want, no subscription needed. Also, every purchased license comes with a free 1-year Update Plan, which entitles you to update your software to any new versions released in that year.

If, after that year, you want to keep receiving software updates, you can optionally renew your Update Plan, either by paying a fixed one-time payment (e.g. US\$ 6.95 for 3 months / US \$24.95 for a year) or by subscribing to our monthly automatic renewals (US \$2.50/month).

In any case, your license will stay valid forever and you software will stay fully functional, even after your Update Plan has expired.

## Your CLZ Account

#### What is a CLZ Account?

A CLZ Account is a generic Collectorz.com customer account, a login (a CLZ Username and Password) for several different, and **optional** Collectorz.com services:

- Login to the <u>My.CLZ.com</u> site to access your licenses and download links, to activate the free CLZ Cloud, to active Update Plans, etc.
- · Syncing your database with the free CLZ Cloud.
- · Reporting missing entries and data error through Core.
- · Subscribing to the Connect online cataloging software.
- · Unlock your software and get software updates.

#### Unlocking the software with your CLZ Account

Your Licenses and your Update Plans are linked to your CLZ Account. Unlocking the software is done by entering your CLZ Username and Password. These are checked by the server, after which the program will automatically download your License and the Expiry Date of your Update Plan.

### Do I always need to be online to use the Cobalt versions?

No, you can still use the software without being online. The program only needs to be online **once**, to let it download your Cobalt License and the Expiry Date of your Update Plan.

When that's done and you restart Comic Collector, the program will **try** to get the latest License info, Expiry Date and Latest Version from our server. This way it can automatically detect changes, e.g. if you upgraded your License from Standard to Pro, or if your Update Plan was renewed/extended. This is also used to notify you of a newer version being available.

If at startup, your computer is **not online**, the program will stick to the License type, Expiry Date and Latest Version Number that was downloaded last time it was able to do an online check. So if you're not online after the initial check, your program will behave as normal.

# When the program connects to the Collectorz.com server what data is being sent?

When the program connects to get the License type, Expiry Date and Latest Version Number, it only sends the information the server needs to return the correct data:

Product (which program you're using), your CLZ Username and Password (both encrypted) and your current version number.

#### **CLZ Cloud is free, and optional**

Using the CLZ Cloud is completely optional. We do not store your collection data in the CLZ Cloud automatically. Your data will only be stored in the cloud if you deliberately activate the free CLZ Cloud storage in <a href="My.CLZ.com">My.CLZ.com</a> and then manually choose to Up Sync data to the cloud from your program.

# **About Update Plans**

The Collectorz.com software for Windows and Mac is "pay once and use forever" software. The Update Plans is how you pay for optional software updates (or in other words: newer versions).

When your Update Plan expires, your existing software will stay fully functional. That means: you will still be able to access our central online databases in the Add Automatically screen (to add comics to your collection), you will still be able to report missing entries and errors to Core and you will keep full access to your free CLZ Cloud storage.

The only thing you can not do if you don't have a valid Update Plan is update your software to a newer versions that are released after the Expiry Date of your Update Plan. You will of course always be able to re-download the latest version that your last Update Plan entitles you to.

# **Troubleshooting**

## **Connection problems**

If you have any kind of connection problems (e.g. no results in the Add Automatically screen), your best bet is to take a look at your firewall and/or router.

- Possible issues
- Things you can try
- Still having connection issues

### Possible issues:

#### Comic Collector can't connect after first install on a new computer:

Please check your firewall/router using the information under "Things you can try".

#### Comic Collector couldn't connect after I updated it to a new version (it worked before):

Firewalls can not detect program version changes. This means that if a program has changed after updating it to a new version, you may need to tell the firewall to allow it access **again** – even if you had already done so.

#### Comic Collector can't connect, but my other Collectorz.com software can:

Note that Firewalls can block **per program** so it doesn't matter to your Firewall if any Collectorz.com software works, but Comic Collector doesn't. Please check your firewall/router using the information under "Things you can try".

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## **About Firewalls and Routers in general:**

A firewall is software on your computer which can prevent that programs access the Internet. Firewalls can block per program, so even if you can visit websites, Comic Collector may still be blocked.

A (wireless) router is a device that gives you a (often wireless) Internet connection for your PC or Mac. They usually have built in Firewalls that can block software from making a connection to the Internet.

There are many different Firewall programs. Most of Firewalls nowadays come integrated in what is called "Internet Security" software. Such software contains antivirus software, anti spam programs, and firewall software, all-in-one. Well known packages are: Norton Internet Security, McAfee, Zone Alarm, Kaspersky,

Etrust and Panda. All of these packages come in different versions (with different features/or they're older/newer versions).

It's important that you change their settings to allow Collectorz.com software onto the Internet.

It's important to know that firewalls can block each program on your computer separately, not just websites you are trying to access. This means that if you allow Comic Collector access but not a different Collectorz.com program, the first will work and the second won't.

It's also possible that your web-browser is allowed Internet access by default, which is why that does work, even when Comic Collector does not.

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## Things you can try:

- Check that your computer is online. Start your web browser and enter a web address like www.google.com
- Comic Collector has a built-in button to Check the Connection, you can find it top right of the Add
  Automatically screen. It's a "signal" icon. When you click on it, the message should read 'Connection
  OK'. If the message indicates 'No connection is allowed', check your firewall settings.
- Check your firewall, it should not be blocking Comic Collector from accessing the Internet. This can
  occur especially after installing a new version of your Comic Collector. In that case, change your
  firewall configuration to allow Internet access again.
- Get your firewall to ask for new rules for Comic Collector by removing its reference in the program list
  of your firewall. Once done, start up your Comic Collector, which should make the firewall prompt you
  to set a new rule.
- Disable your firewall. If that doesn't help, uninstall it. Some firewalls are known to interfere with Internet access even when they are disabled.
- Check that you have no invalid proxy settings. To check these settings, select Tools | Options on the
  menu, then select the 'Check for Update' tab, and press the 'Proxy Info' button. Clear all fields in the
  Proxy Settings screen.

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## **Still having connection issues:**

If none of the above helped you locate and fix the problem, the best thing to try is contact the developer of your Firewall/Router or the company you bought the PC/Mac to see if they can send you instructions on how to allow a program like Comic Collector to be allowed full connection to the Internet.

# **Export to CLZ Comics: "Device not found"**

If you can't find your mobile device running CLZ Comics using the "File > Export to > CLZ Mobile" with WiFi, there's a few possible causes you can check to making it work:

#### **Contents**

- 1. Make sure you have Bonjour installed
- 2. CLZ Comics is not on the import page
- 3. Your WiFi may be disabled or automatically disconnected
- 4. Firewall software is blocking the connection
- 5. WiFi Router problems
- 6. Device is not on the same "subnet" as your computer
- 7. Alternatives to WiFi export

#### 1. Make sure you have Bonjour installed

If you have Windows and you want to export to CLZ Comics, you need to have "Bonjour" installed in order for your Windows computer to talk with CLZ Comics. The program basically connects CLZ Comics to Comic Collector

- If you have iTunes installed on your computer, you have Bonjour installed too.
- If you don't know if you have Bonjour installed, please <u>download Bonjour</u> and install it, then try exporting via WiFi again.

You can also try to restart Bonjour if you're on Windows:

- 1. Click the "Start" button located at the bottom of the desktop screen and type "Services" in the search field above the Start button.
- 2. Click the "Services" tab in the Programs section of the pop-up menu to run the Services tool.
- 3. Right-click on "Bonjour Service" and select "Restart" on the shortcut menu.

If you're on Mac, you don't have to try to restart Bonjour.

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#### 2. CLZ Comics is not on the import page

Make sure CLZ Comics app is actually on the import page. To reach the import page:

iOS: Tap the Cloud icon and then tap the "Import" tab.

Android: Open up the "Menu", then tap "Desktop Import" or "Import from Comic Collector.

Unstable WiFi connection: Move closer to your WiFi access point.

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#### 3. Your WiFi may be disabled or automatically disconnected

After a few minutes your mobile device could become idle and disable its WiFi automatically). To fix this, go to your mobile device preferences screen and in "General" or "Wifi"Settings" switch off "Auto Lock" – or something similar that locks your device after a few seconds (or even minutes).

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#### 4. Firewall software is blocking the connection

Make sure that your Collectorz.com software is allowed to connect "through" your firewall. Any new (updated) version of Comic Collector can actually cause your firewall to start blocking the connection.

Try switching off all firewalls, and be sure not to forget the Windows firewall. Also disable Windows Defender if you are on Vista, Windows 7 or Windows 8

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## 5. WiFi Router problems

If the above suggestions didn't do anything for you the problem is most likely caused by your router.

First, try powercycling the router (disconnect it from power, wait 10 seconds, then reconnect).

If that doesn't help, check if the manufacturer has any firmware updates available for your router. Updating the firmware to the latest version could also resolve connection problems.

Please keep in mind that any new (updated) version of Comic Collector can actually cause your router (or router's internal firewall) to start blocking the connection.

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### 6. Device is not on the same "subnet" as your computer

The device (iOS/Android) needs to be on the same home network, and the same subnet as your computer. To find out if they are, follow the steps below:

#### iPhone, iPod touch, iPad

- 1. On your iPhone or iPod touch go to Settings
- 2. Choose Wi-Fi
- 3. There you see your network with a check in front of it, tap on the blue arrow on the right
- 4. On this screen you see your IP Address and the subnet Mask of your device

#### **Android**

- 1. On your Android go to Settings
- Choose Wi-Fi Settings
- 3. There you see your network (where it says "Connected"), tap it once
- 4. On this popup or screen you will see your IP Address.

#### Windows:

- 1. On your computer, press Windows Key + R (Or go to start, choose run)
- 2. Typ "cmd /k ipconfig /all"
- 3. On this screen you see your IP Address and the subnet Mask of your computer

#### Mac OS X:

- 1. On your Mac, click the Apple logo top left of your screen and select "System Preferences"
- 2. Click on the Network icon.
- 3. Select your Internet Connection from the list. You have to be sure which one you are using
- 4. Click "Advanced"
- 5. Select the TCP/IP tab
- 6. On this screen you see your IP Address and the subnet Mask of your Mac

#### Comparing the address/subnet of iOS/Android versus the address/subnet of Windows/Mac

The IP address of your device and computer should almost be the same. Your IP address will consist of 4 groups of numbers. Example:

Computer IP address: 192.168.1\*.102 and mobile device IP address: 192.168.1\*.108

As long as the first 3 groups of numbers (in this case "192.168.1") are the same, you can assume you are on the same network. If this is not the case, your mobile device is on a different network than your computer! Fix this and the WiFi export should start working.

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#### 7. Alternatives to WiFi export

Alternatively to WiFi export you can use:

- Export to File (it's located in the same screen). Then put the file on your mobile device and import like that.
- Recommended: Sync via CLZ Cloud (not available yet for all Android apps)
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# **CLZ Cloud Sync problems**

#### Pick the item you wish to know more about:

- Warning: You need to sync the old way.
- · Error: Database synced with different CLZ Account
- Error: Cleared collection in CLZ Cloud
- Error: Different database than the one in CLZ Cloud
- Errors in Sync Report

# Warning: You need to sync the old way.

Before you can use the new CLZ Cloud 2.0 syncing, you need to make sure both the CLZ Cloud collection and your Local Database (on your computer/mobile device) are in sync.

## Sync the old way:

- 1. When you get the error message, tap or click OK.
- 2. Now you will be presented with a familiar screen you've used in the past.
- 3. Now click/tap "Upload to CLZ Cloud" or "Download from CLZ Cloud". (depending on where you last made changes you should know which one you used)
- 4. You will be presented with a list of intended uploads/downloads. You can not uncheck these uploads/downloads: they WILL happen.

Look at the changes you are presented with. If you see a lot of **red** items, it means a lot of **removals** are about to be downloaded/uploaded. Reconsider if you need to **UPLOAD** or **DOWNLOAD** in that case.

After performing the "old way" sync once, the next time you sync, the program/app will automatically use CLZ Cloud 2.0 syncing!

## Do I use Upload or Download in the old sync?

It depends on where you made your last changes. If you did not make any changes you know of, uploading is usually the best choice. Just make sure you check the changes that the program presents.

# Error: Database synced with different CLZ Account

The database you're trying to sync with CLZ Cloud has been synced before, but to a **different** CLZ Account. This can happen if you have more than one CLZ Account with us.

## Solution 1: Login with the correct CLZ Account

#### Windows / Mac desktop software

- 1. Close the "Synchronize with CLZ Cloud" screen.
- 2. Click menu "Tools > My CLZ Account".
- 3. Login with the correct CLZ Account that you previously used to sync this specific database with.

#### iOS / Android mobile device

- 1. Close the sync screen.
- 2. Go to the settings of the mobile app.
- 3. Open CLZ Account login details and login with the correct CLZ Account that you previously used to sync this specific database with.

## Solution 2: Clear your CLZ Cloud data

Alternatively to solution 1, you could also clear the database out of the CLZ Cloud and then perform the sync once again. Here's how:

- 1. Go to your <u>CLZ Cloud</u> and login.
- 2. Click on Comic Collection.
- 3. Click on the wrench icon top right, then click on "Settings".
- 4. Click the red button named "Remove all comics from database".
- 5. Click **OK** on the warning if you're sure (this can not be undone).
- 6. Go back to your mobile app and try syncing once again.

# **Error: Cleared collection in CLZ Cloud**

It seems you cleared your collection in CLZ Cloud, meaning you have logged into your CLZ Cloud and used the red button named "Remove all comics from database".

You will be presented with the option to "Upload this database" meaning you are about to upload your entire comics database from your local computer or mobile device up into CLZ Cloud.

If you would like to continue you need to "Upload this database".

# Error: Different database than the one in CLZ Cloud

The database you're trying to sync with CLZ Cloud is a completely different one than we have in the CLZ Cloud. Perhaps you have opened a different database file?

## Solution 1: Open the correct database

Open the same database that we have in <u>CLZ Cloud</u> for you. To verify, login to <u>CLZ Cloud</u> and check which database is in there.

- 1. Close the "Synchronize with CLZ Cloud" screen.
- 2. Click menu "File > Open Database".
- 3. Open the database that is the same as the one in the CLZ Cloud.
- 4. Try syncing again.

## Solution 2: Clear your CLZ Cloud data

It could happen that you do not have that same database anymore, or for any reason at all you now wish to sync this database you have in front of you instead of the one in CLZ Cloud.

So, alternatively to solution 1, you could also clear the database out of the CLZ Cloud and then perform the sync once again. Here's how:

- 1. Go to your CLZ Cloud and login.
- 2. Click on Comic Collection.
- 3. Click on the wrench icon top right, then click on "Settings".
- 4. Click the red button named "Remove all comics from database".
- 5. Click **OK** on the warning if you're sure (this can not be undone).
- 6. Go back to your mobile app and try syncing once again.

# **Errors in Sync Report**

It can happen that something goes wrong during sync. If that happens, you will be notified, and you can check here what the error means:

- · Error downloading/uploading cover
- Other Messages
- Clear database in CLZ Cloud

#### **Error downloading/uploading cover:**

A cover (or more than 1 cover) didn't download or upload correctly. Restart the CLZ Cloud sync to try again!

#### "Error Uploading cover" keeps coming back

If you keep getting the **error uploading** for the same cover every time you sync, and you have a stable internet connection, it could be that the cover image is corrupt.

Find the actual cover for that comic on your PC/Mac or iOS/Android mobile device and see if it's actually there:

- If the image seems bad, remove the image and add a new image to the comic
- If it seems fine and it keeps failing, it might be too big or corrupt (but you can't actually see it's corrupt). Try to remove the image and add a new image to the comic.

#### Other messages:

If you get any error messages, restarting the CLZ Cloud sync will usually do the trick, so always try that first!

This database was exported directly from Comic Collector and can not be synced with CLZ Cloud.

To enable CLZ Cloud 2.0 syncing please empty your database on your mobile device first using "Settings > Empty Database".

#### There are no changes to be synchronized with CLZ Cloud.

No changes were found between your local database and your database in CLZ Cloud. If, however, you are sure it should be syncing, you could opt to clear your DB in CLZ Cloud (this forces an upsync from any device/pc up into the CLZ Cloud).

#### Clear database in CLZ Cloud

Here's how you can, if you want, clear your database in CLZ Cloud:

- 1. Go to your <u>CLZ Cloud</u> and login.
- 2. Click on Comic Collection.
- 3. Click on the wrench icon top right, then click on "Settings".
- 4. Click the red button named "Remove all comics from database".
- 5. Click **OK** on the warning if you're sure (this can not be undone).
- 6. Now try syncing once again. .

# "SYNC FAILED: The old CLZ Cloud Sync system has been discontinued"

Since July 1, 2017, the old CLZ Cloud Syncing system has been discontinued.

You now need Comic Collector version 15 or later to sync with the CLZ Cloud.

If you are running into the above "SYNC FAILED" error, that means you will have to upgrade your Comic Collector software to the latest version.

You can purchase the upgrade in our CLZ Shop (upgrade options start at US \$6.95).

## Why has the old CLZ Cloud syncing been discontinued?

In April 2015, with version 15 of our Comic Collector software, we introduced our **new** CLZ Cloud Syncing 2.0 system, which is easier to use, faster, more efficient and better capable of syncing large collections. In the meantime, most users have moved to the new system and are enjoying simpler and faster cloud syncing.

However, a considerable group of pre-v15 users was still using the old-skool syncing. This was causing a disproportionately high load on our servers, causing regular performance problems, also for users who paid to upgrade to the **new** system.

On top of that, it was becoming harder and harder to keep the old syncing system up-and-running, slowing down our development in other areas.

All in all, this has led to the decision to discontinue the **old** CLZ Cloud Syncing method.

## **CLZ Cloud is here to stay!**

Don't worry, the CLZ Cloud itself is not being discontinued. It is the center of all our cataloging tools, so it is here to stay, and still completely free.

It is only the old cloud **Syncing System** that is being discontinued. So to keep syncing with the CLZ Cloud, you need a software version that uses the **new** syncing system. For the desktop version of Comic Collector, that means v15 or newer.

## Do I also need to update my CLZ Comics mobile app?

Yes, for the CLZ Comics you also need a version that supports the **new** syncing method, which means CLZ Comics version 3 or later. However, since updates for the mobile apps are free, it is likely that you are already running the latest version there.

# **Frequently Asked Questions**

- Automatic data and images from the central online book database
- Your database and images
- Software Licenses, Update Plans & CLZ Accounts
- Syncing with CLZ Cloud / Connect

# Your database and images

- Download from CLZ Cloud is disabled: "Upload New Fields First"
- How do I transfer the program, my database and images to another computer?
- I do not see my data any more.
- I do not see my images anymore.

# My series aren't sorted properly

#### Series folders aren't sorted properly

If you are finding that a series isn't sorting correctly between other series, you may have to check that series sort name and correct it.

- 1. Go to Tools > Manage Pick Lists.
- 2. Select the Series list.
- 3. Double click on a series to modify it.
- 4. The sort name will be updated automatically if you change the "Name" field. Verify the sort name field is now correctly filled in (the program will use that field to sort the series on).
- 5. Click OK and close the screens. The series should now sort neatly between your other series.

If you are having any other sort issues, please find our complete manual on sorting here: Sorting your collection

# Download from CLZ Cloud is disabled: "Upload New Fields First"

To get rid of this message in Comic Collector, you need to upload to CLZ Cloud first:

- 1. Open the CLZ Cloud sync screen in Comic Collector via menu "CLZ Cloud > Synchronize"
- 2. Click "Upload to CLZ Cloud
- 3. Uncheck all Removals, Additions and Updates (so you have "0 out of 0" on all three).
- 4. Click "Upload to CLZ Cloud"

After uploading to CLZ Cloud following the steps above, the "Download From CLZ Cloud" will be enabled again.

# How do I transfer the program, my database and images to another computer?

I'm transferring my program, data and images from...

- Windows to Windows
- Windows to macOS
- macOS to macOS
- macOS to Windows

### **Windows to Windows**

Follow the steps below to transfer your program, your database and your images from the old computer to the new computer.

#### 1. Install Comic Collector on the new computer

- Download your latest version of Comic Collector from your My CLZ account.
- · Install Comic Collector on the new computer.
- · Unlock Comic Collector with your My CLZ username and password.

#### 2. Copy the "Comic Collector" folder in "Documents" to your new computer

You need to copy the Comic Collector folder from your Documents folder on the old computer to the Documents folder on the new computer.

- Important: Old computer: Close Comic Collector if it's open.
- Old computer: Go to your "Documents" folder and find a folder called "Comic Collector".
- Copy this folder to a USB stick, or burn it to a CD, or transfer it over your Network to your new computer.
- If you have saved your Comic Collector database file (\*.CMC) somewhere else, you need to find and copy it separately.

  You will be looking for a file with the extension: \*.CMC

#### 3. Place the "Comic Collector" folder in "Documents" on your new computer

- Important: New computer: Close Comic Collector if it's open.
- Go to your "Documents" folder and place the copied "Comic Collector" folder here. (also place your database file here if it was stored separately on your old computer).
- If you're asked if you would like to replace files, answer with YES.
- On your new computer, you should now have one folder called "Comic Collector" in your "Documents" folder.

  If by accident you now have a folder called "Comic Collector copy", move all the files into the "Comic Collector" folder.

#### 4. Start the program and open your database

- · New computer: Start Comic Collector
- Use menu "File > Open Database" and open your Comic Collector database file.
- If you can't find the file, it should be in your "Documents > Comic Collector" folder and it has an \*.CMC extension.

#### 5. Optional: Fix your cover images automatically

If you don't see your cover images right away, it could be that the filepaths to your image/other files are broken. Use the ""<u>Tools > Maintenance > Update File Links</u>" screen to fix this.

### Windows to macOS

If you've decided to move from Windows to macOS, you can bring your database with you to your new Mac by exporting it to XML, and importing the XML in Comic Collector Cobalt on Mac.

To export and import XML in Comic Collector, you need the Pro edition. If you have Comic Collector Cobalt Standard right now, go to your My CLZ page, log in, and upgrade to the Pro edition there.

Then follow the steps below to transfer your program, your database and your images from the old Windows computer to the new Mac.

#### 1. On Windows: Export your data to XML and copy your images folder

You need to get 2 items copied to your Mac. You need the XML file and Images folder.

#### A. Exporting the database to an XML file

- Click menu "Tools > Language > English" and set the program to "English".
- Click menu "File > Export to > XML":
- · Click "All Comics"
- · Click "Browse":
- Browse to your desktop and give the XML a name (in the "File Name" box):
- · Click "Save"
- Click "Export" to generate the XML

#### B. Finding your images folder

 By default, the images folder can be found in "C:\Users\Your User Name\Documents\Comic Collector\"

If you've used a different folder for your images, you'll need to locate and copy it yourself.

You can check the location Comic Collector uses for your images by clicking menu "Tools > Options > Images".

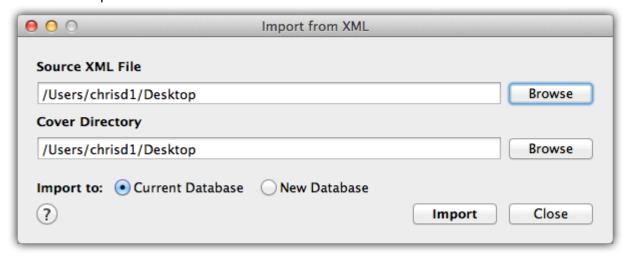
- Copy the XML file and Images folder to a USB stick, or burn them to a CD, or transfer them over your Network to your new Mac computer.
- Place the XLM file and Images folder on your new Mac computer's "Desktop".

#### 2. Install Comic Collector on the new Mac

- Download your latest version of Comic Collector from your My CLZ account.
- · Load the DMG file and install Comic Collector on the new computer.
- Unlock Comic Collector with your My CLZ username and password.

#### 3. Import the XML and Images folder in Comic Collector on Mac.

- · Open Comic Collector.
- Create a new database by clicking menu "File > New Database"
- Save this database by clicking menu "File > Save Database". Give it a name and location you can remember (we advise to use your Documents > Movie Collector folder for this.
- Click File > Import from > XML:



- Click "Browse" behind "Source XML File" and select the XML file from your Desktop:
- Click "Browse" behind "Cover Directory" and select the images folder from your Desktop:
- · Behind "Import to" select "Current Database".
- · Click the "Import" button.



Pepending on the size of your collection, this process can take a while. After it has completed, Comic Collector needs some time to index the database. You might see the beach ball for a while, but let it sit and all will be fine.

After everything is completed, restart Comic Collector to make sure your data is there. You do not need the XML and images folder after that, but you could keep them as a form of backup if you like.

### macOS to macOS

Follow the steps below to transfer your program, your database and your images from the old computer to the new Mac.

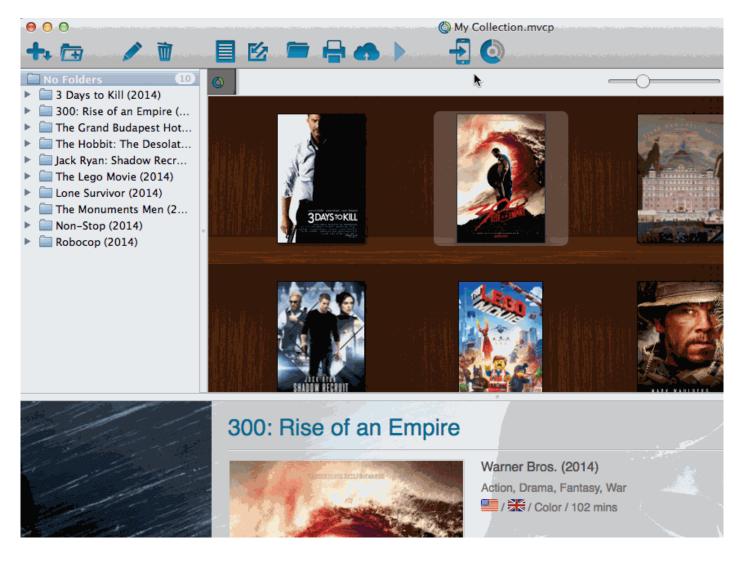
#### 1. Install Comic Collector on the new Mac

- Download your latest version of Comic Collector from your My CLZ account.
- · Load the DMG file and install Comic Collector on the new computer.
- Unlock Comic Collector with your My CLZ username and password.

#### 2. Find your database file on your old Mac

You need to copy the Comic Collector database file from your old Mac to your new Mac.

- · Open Comic Collector
- · Now right-click (or hold CTRL and left-click) on the title of your database.
- Now left-click on the "folder" right below your database name to open the folder where your \*.CMCP database file resides.



• Copy the \*.CMCP database file to a USB stick, or burn it to a CD, or transfer it over your Network to your new computer.

By default, images are stored inside this \*.CMCP database file.

If you've set the program to store the images "externally", you have to copy your images folder to the new Mac too.

#### 3. Place the "Comic Collector" \*.CMCP database file on your new Mac

- Place the \*.CMCP database file in your Documents folder.
- · Start Comic Collector
- Click on menu "File > Open Database" and go to your "Documents" folder to open your \*.CMCP database file.

That's it, you've successfully moved everything to your new Mac.

### 4. Optional: Fix your cover images automatically

If you were using external storage for your images, use the "Tools > Maintenance > Update File Links" screen to relink your image files.

### macOS to Windows

If you've decided to move from macOS to Windows, you can bring your database with you to your new Windows computer by exporting it to XML, and importing the XML in Comic Collector Cobalt on Windows.

To export and import XML in Comic Collector, you need the Pro edition. If you have Comic Collector Cobalt Standard right now, go to your My CLZ page, log in, and upgrade to the Pro edition there.

Then follow the steps below to transfer your program, your database and your images from the old Mac computer to the new Windows computer.

#### 1. On macOS: Copy your images folder and Export your data to XML

You need to get 2 items copied to your Windows computer. You need the Images folder and XML file.

#### A. Export your images to a folder

- Click menu "Tools > Maintenance":
- · Select "Move images to external image folder",
- · uncheck "Delete Original Image Files",
- · then click Browse:
- Click "Create" to create a new folder and give it the name "Images". Then click "Open":
- Everything is now set. Click "OK" to start moving the images to your external "Images" folder on your Desktop:





If you were already using an external images folder, you need to copy that folder to your new Windows computer.

#### B. Exporting the database to an XML file

- Click menu "File > Export to > XML":
- · Click "All Comics"
- · Click "Browse":
- Browse to your desktop and give the XML a name (in the "File Name" box):
- · Click "Save"
- Click "Export" to generate the XML:
- Copy the Images folder and XML file to a USB stick, or burn them to a CD, or transfer them over your Network to your new Windows computer.
- Place the Images folder and XML file on your new Windows computer's "Desktop".

#### 2. Install Comic Collector on the new Windows computer

- Download your latest version of Comic Collector from your My CLZ account.
- Run the downloaded installer and install Comic Collector on the new computer.
- Unlock Comic Collector with your My CLZ username and password.

#### 3. Import the XML in Comic Collector on Windows

- Click File > Import from > XML:
- Click "Browse" behind "Import XML File" and select the XML file from your Desktop:

\*Now click "Import"



Depending on the size of your collection, this process can take a while.

#### 4. Import your images in Comic Collector on Windows

- Move your "Images folder" from your Windows Desktop into your "Documents > Comic Collector folder".
- Use the "Tools > Maintenance > Update File Links" screen to get your images into Comic Collector.

## I do not see my images anymore.

#### Here's how images work in our software:

Images are **not** stored inside the database. The image files are stored separate from your database, in a folder on your computer (most likely in the Data/Images folder under the program's folder in Documents). The entries in your database **refer** to those image file using a full file path.

If your cover images are not shown in the program anymore, there's only four possible causes:

- Cause 1: Corrupted file paths
- Cause 2: Your images have moved to a different location
- Cause 3: The program is not allowed to access your images
- Cause 4: Only the thumbnails are missing

#### Find out which of the four possible causes made your images disappear.

To get your images visible in the program again, it is important to find out **which** of the 4 causes we are dealing with it.

#### Here's how:

- 1. Find an entry in your database that misses its' cover image.
- 2. Now open that entry in the Edit screen and switch to the Covers tab.
- 3. Now, on the Front Cover tab, do you see the cover image? If so, you are probably looking at cause #4.
- 4. If you do **NOT** see the cover image there, then look at the File Path listed.
- 5. Now use your Windows Explorer to browse to that file path and check if the image file referred to is actually there.
- 6. If it **IS** there, then we must be looking at cause #3.
- 7. If it is **NOT** there, we're dealing with either cause #1 or #2, most likely #2.

#### Solutions to all four possible causes:

#### Cause 1: The image file paths in the database have gotten corrupted.

This is very unlikely. If this did somehow happen, please contact us.

#### Cause 2: The images are not in their original location anymore.

Which could be the case if the user has inadvertently moved them, or deleted them.

In any case, this is not something that can be ever caused by the software itself, or even by installing an update.

#### Solution:

If this is your problem, find the solution in our manual.

#### Cause 3: The program is not permitted to access your images anymore.

The paths in the database are still correct and the files are still there, but somehow the program does not have sufficient Windows permissions to access them anymore. This can sometimes happen in the first session after updating the software, especially if the images are on a network drive. Closing and restarting the program will fix that.

Other reasons can cause this too, e.g. running the program under a Windows user different from the one it was installed under.

#### Solution:

- 1. Download your program again from your My CLZ Account page.
- 2. Click the download button for your platform and download the version you're entitled to, save it to your computer (do not run the installer).
- 3. Right click on the downloaded installer, and select 'Run as Administrator'.
- 4. This will install the program with Administrative rights.
- 5. Now launch the program with admin rights (right click > run as administrator).

## Cause 4: There are no problems at all, but somehow you lost the generated mini-thumbnail versions of your cover images.

In that situation cover images **do** still show up in the Details Panel, but not in the Images View.

#### Solution:

1. Click menu Tools / Maintenance / Repair Thumbnails

## I do not see my data any more.

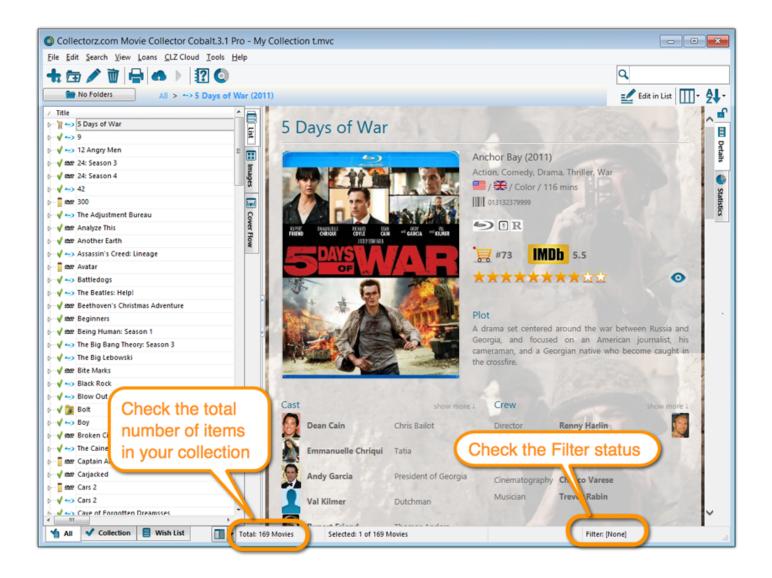
#### It is highly unlikely that your data is gone.

Upgrading to a newer version never causes you to loose any data. When you start the new version for the first time, your database will be opened as well.

If we have worked on database changes (such as new fields) the new version will also convert your database to the new database format. All of this is seamless, you don't have to do anything.

#### Find out where your data has gone.

- First, take a look at the screenshot below (Movie Collector Windows, but will also work for your program).
- The left side of the bar at the bottom of the program's main screen indicates the total number of items that are in the current database E.g. "Total: 30 Movies", or "Total: 531 Books".



• Does this number match the number of items that you had in your database? If so, your data is all there and you're experiencing a problem with a "view setting" that prevents your items from showing up in the main screen.

To fix this, try the following:

- 1. Maybe you have an "In Collection Status" filter active? Choose the menu **Search > In Collection Status** from the menu and make sure it is set to "All".
- 2. Windows Only: You may have a search Filter active. To check, take a look at the bar at the bottom again, somewhere along the bar it should say "Filter: [None]". It it says something else after "Filter:" then you have a filter active. Switch OFF the Filter by choosing Search > Filter On/Off from the menu.

3. If after both of the above suggestions you still don't see your data, try the **Tools > Maintenance > Reset to Defaults** command from the menu. This command resets all View settings to the initial settings the program has when it is first installed.

#### The Total listing is indicating 0 items.

In case the "Total:" listing at the bottom indicates there are zero items in the database (or a number that is much lower than it should be), then it sounds like you have inadvertently opened a different database (using File > Open Database) or maybe created a new empty one (using File > New Database). In that case, you have to "Open" your own database file again.

- 1. Choose File > Open Database.
- 2. This opens the Open collection screen, showing the files in the "Data" folder. You should see one or more files having the circular Collectorz.com icon.
- 3. Your database file is probably called "my collection" or something similar, unless you named it otherwise.
- 4. If you see your database file, select it and click the Open button. You should now see your entered data in the main screen again.
- If you do not see any files with a circular Collectorz.com icon, use the "Look in:" drop down to find your database folder.
- By default, it is located in a folder like "My Documents\Movie Collector\", but you may have decided to save your database elsewhere.
- On the Mac the database files will by default be stored in your Documents folder. "~/Documents"

#### Not found your file yet?

- Use your Windows Explorer or Mac Finder to search your computer for Collectorz.com database files
  (see below for the correct extensions).
   If you find it, just double click it and your Collectorz.com program will start and will automatically open
  the database. Use File > Save Database As and save it to a new location after this so you can
  remember where you're putting it.
- Extra tip for Windows users: You may want to look in your Backup folder, that is where the program
  automatically saves a backup copy of your database each time it successfully opens it.
   Important: if you find a working database file in your Backup folder, we recommend that you use File >
  Save database As to save your file into the Data folder, where it belongs. Preferably using a
  descriptive name and taking care not to overwrite existing database files that may be there already.

• Extra tip for Mac Users: To search for your files on Mac, use the built in Spotlight search (the magnifying glass in the top right corner) to search for the database. Use the extensions listed below to search. For example if you want to locate a Music Collector database, use Spotlight to search for ".mucp" (without quotation marks). This should find any and all database files that are stored on your computer.

\*Collectorz.com file extensions for Windows: \*

Music Collector: search for \*.muc files Movie Collector: search for \*.mvc files Book Collector: search for \*.bkc files Comic Collector: search for \*.cmc files Game Collector: search for \*.gmc files

\*Collectorz.com file extensions for Mac: \*
Music Collector: search for \*.mucp files
Movie Collector: search for \*.mvcp files
Book Collector: search for \*.bkcp files
Comic Collector: search for \*.cmcp files

# Can I change the field value for multiple items in one go?

Yes you can by using the "Edit Multiple" feature:

**Edit Multiple Comics** 

# **Update error: "Error while extracting the archive"**

The "Update Installer" can not be run correctly from old versions of Comic Collector in **MacOS 10.12 Sierra**. This is the error you may be getting:



"An error occurred while extracting the archive. Please try again later!"

Or this one:



"Update Error! The update is improperly signed."

If you haven't updated to the new version (that fixes this issue) between September 19th and the release of MacOS 10.12 Sierra, it means that the "Update Installer" will not work.

To solve this, please <u>download the DMG installer from your CLZ Account</u> and reinstall the software. Here's what to do:

- 1. Login to your CLZ Account there to see your software.
- 2. Find and download your program there. This will download a "Installer DMG file".
- 3. Double click on the downloaded "Installer DMG file" to load it to your Mac.
- 4. A new screen will appear: Drag the program to your "Applications" folder on your Mac.
- 5. After that, you can run the program again from your Applications folder!

# Software Licenses, Update Plans & CLZ Accounts

- How do I re-download the software for which I own a license?
- Can I use one license on more than one computer?
- I have the Standard edition, how can I upgrade to PRO?
- What is the difference between the Standard and the Pro edition?
- How do I order as a gift?
- Do you charge extra for credit card orders?

# How do I re-download the software for which I own a license?

If you'd like to re-download the software you own, you can do so via your <u>CLZ account</u>.. This page is your personal access to your licenses and download links, to activate the free CLZ Cloud, to activate Update Plans, etc.

Please select below what you'd like to do, and find the instructions on how to do it there.

#### I would like to redownload Comic Collector for which I own a license...

You can download your latest version of Comic Collector from your <u>CLZ account</u>.

Login there, then find the download button for your platform and download the version you're entitled to, save it to your computer and run it.

You need your username and password to unlock the versions 16 (QuickSilver), 15 (AKA the Carbon edition) and the Cobalt desktop software (= version 12).

For older versions, use your license name and key.

#### I would like to upgrade my software to the latest version...

To get the latest software you need a "valid update plan".

Find out more about <u>upgrading your software / extending your updateplan</u> on our website.

#### I forgot my CLZ Account password...

You can request a new password on the <u>CLZ account</u> website.

#### I do not have a CLZ Account...

You can create a free CLZ account on My.CLZ.com

# Can I use 1 license on more than one computer?

Yes, you can use 1 license for Comic Collector on 2 computers (Windows and/or Mac).

#### Restrictions

- You are the sole user of the software and purchased license.
- · The computers the licenses are used on are yours.
- The computers with the same licenses are not running the program simultaneously.

If you want to share a database between more than one person you will need to purchase additional licenses. Additional licenses can be ordered in our <a href="mailto:shop">shop</a>.

# I have the Standard edition, how can I upgrade to PRO?

#### **Buying the Pro license**

- 1. Open Comic Collector
- 2. Click menu "Tools > My CLZ Account"
- 3. Click the "Buy Pro upgrade" button
- 4. Purchase the Pro upgrade via the website that opens up.

#### **Activating the Pro license**

- 1. Open Comic Collector
- 2. Click menu "Tools > My CLZ Account"
- 3. Click the "Login" button.
- 4. Choose your "Pro License" from the dropdown menu and click OK.

You can find an overview of features in the Standard and Pro edition on our website.

## What's the difference between the Standard and the Pro edition?

Extra Pro features that are not in the Standard edition:

#### · Queue Mode in Add Automatically screen:

Save time by adding multiple items in batch, either by Title or by scanning multiple barcodes into the Search Queue in one go.

#### · Batch editing with the Edit Multiple feature:

Save time by editing multiple items in batch, e.g. to fill in a field value for many items in one go.

#### • Customizable pre-sets for sorting, columns and folders:

Create your own pre-set field combination for sorting and columns. Define your own folder options, even multi-level folder combinations.

#### User Defined Fields:

Create your own fields (text, number, pick list, checkbox or date) and rename pre-defined fields.



Unsure which one to choose? Then just opt for the Standard edition. You can always <u>upgrade to the Pro edition</u> later, for just the difference in price.

## How do I order as a gift?

When ordering just enter your own name and email address, the license key and CLZ account will be generated with your name and all information will be sent to your email address. After ordering, simply contact us here and we will manually change the license name and CLZ account to the receiver's name. Don't forget to include this name/email address in your email to us.

We can easily transfer the account to the receiver but this sends out an email to him/her. This may spoil the surprise.

If you want to wait till you have given the present, no problem, there is no expiration date on the download link. Just contact us when it's safe to transfer the account and we will update the info on file.

Note that the software gets delivered electronically only. The software is available for download inside the CLZ account.

## Do you charge extra for credit card orders?

We **do not have any hidden or extra charges** if you order by credit card. That said, your card company might still charge you extra.

Collectorz.com is based in Amsterdam, the Netherlands, and some credit card companies charge additional fees for international orders. If you have any concerns we recommend that you check with your credit card company before ordering.

## **Syncing with CLZ Cloud / Connect**

- Core, Cloud and Connect explained
- I do not see my own cover images after syncing.

## Core, Cloud and Connect explained

#### What is Core?

#### Core is the central online database with our item data and cover images

In other words, Core is the source of the automatic data and images you get when using the Add Automatically feature in any of our cataloging solutions.

The desktop versions have various Report to Core features for letting us know about missing entries and for reporting and submitting data errors.

#### What is the CLZ Cloud?

#### The CLZ Cloud is the cloud storage and syncing system for your collection data

The CLZ Cloud is available for FREE for everyone. To start using it, just login to your account at <a href="mailto:my.clz.com">my.clz.com</a> and click the green "Activate" button.

The CLZ Cloud can be used for:

#### Syncing your data between devices

E.g. to get your collection data from the desktop to your mobile app.

- \*Backing up your collection data online \*
   Just sync up once in while and you'll always have a backup in case of local database problems.
- \*Publishing your collection list online (optional) \*
   Your cloud data can optionally be made visible on the <u>cloud.collectorz.com</u> site for online browsing.
   Browse our demo online movie collection here.

(You can control your "Cloud visibility" from your account at my.clz.com.

#### \*6-month "keep-alive" policy: \*

Usage of the CLZ Cloud is free and for as long as you want. That is, if you actually use it. For performance reasons, we're using a 6-month "keep-alive" policy. Which basically means that if you sync or login at least once every 6 months, we will keep your data online. After 6 months of inactivity, your data will be removed.

#### What is Connect?

#### Connect is our online cataloging software

With Connect, you can manage your collection online, using just your web-browser. It has the familiar look of your public CLZ Cloud pages, but with full adding and editing capabilities.

#### The benefits of using Connect:

- The Connect software can be used by just logging in to the Connect website.
- · No need to download or install software on your computer or mobile device.
- · Updates are fully automatic and included in the subscription fees.
- Your data is stored in the CLZ Cloud. Automatically daily backups too.

#### Connect can be used in two ways:

- 1. **Stand-alone**: Connect can be a fully stand-alone alternative to using the desktop software or the mobile apps (we have thousand of users who only use Connect!).
- 2. As an add-on: Connect is also perfect companion software to your desktop or mobile edition, that can be used to directly edit your CLZ Cloud data, from anywhere, any computer or mobile device.

#### Wanna give Connect a try? Great, here's how:

- · Go to the Connect site here
- Choose the app you want (Music, Movie, Book, Comic or Game Connect).
- Click the Login button top right and login with your existing CLZ Account.
- Click the Free Trial button to activate your 30-day trial period. (After the 30 days, your trial subscription will automatically revert back to the free CLZ Cloud level.)



#### So to summarize...

- 1. Core is our online data.
- 2. CLZ Cloud is **your** online data.
- 3. Connect is online software.

# I do not see my own cover images after syncing.

It is possible that you do not see your own covers after syncing. Here's why:

When you sync with CLZ Cloud, the cloud entries will, in general, use our central cover images from *Core for Comics*. Your personal local image is only uploaded automatically when our *Core for Comics* database does not have an image for that comic (or edition) yet.

- The cover I see is wrong.
- · I really want my own cover synced.

### The cover I see is wrong.

When you see cover images after syncing that are **wrong**, then you can upload the **correct** image to *Core for Comics*. This will not only help you, but also all other users who own the same **item**. Here's how:

## Use a Core Report (Comic Collector for Windows/Mac only) to submit your image to our *Core for Comics* database.

- 1. Select any comic in your collection and click menu "CLZ Cloud > Submit Comic to Core".
- 2. Comic Collector will grab your comic and upload it to Core for Comics.
- 3. Your webbrowser will open up Core for Comics and ask you to login with your CLZ Account
- 4. You can compare your submitted data to the data that is stored in Core for Comics
- 5. **Important**: After you're done with the repairs you wish to make in *Core for Comics*, click the **green** "Submit Changes" button, bottom left of the page.

Our content managers will work to add your fixed cover to our *Core for Comics* online database as soon as possible. The cover will automatically sync correctly to any other device whenever it's approved by our content managers.

### I really want my own cover synced.

Now it could be that the cover you wish to sync is really specific to you, maybe it has an autograph, maybe you have a different reason. If you think fixing or submitting a cover to *Core for Comics* is not the way to go for this specific comic we're talking about,I then you can upload the cover to CLZ Cloud, and it will only be used, in your syncs. Here's how:

#### Upload your own cover, just for yourself.

In the Comic Collector for Windows or Mac, here's how you do that:

- 1. Right click the comic in your local Comic Collector database.
- 2. Choose "Upload Cover to CLZ Cloud".

This will "force" the upload of your image to the CLZ Cloud.

You have to do this for each comic you want a cover uploaded for.

In the mobile app you can force upload your cover by editing the comic and then tap the square with the arrow pointing upwards. Then tap "Upload Cover".

## Which fields are synced?

When you sync with the CLZ Cloud, the program will only sync a CLZ Comic ID, CLZ Series ID, and some predefined fields.

For the rest of the data you see in CLZ Cloud it's using data from our Core for Comics online database based on the CLZ Comic ID, such as characters and creators. We call these "central fields". (The CLZ Comic ID is obtained when you "Add Comics Automatically" and select a result to be added to your collection OR when you "Link" an comic entry to our Core for Comics online database).

The idea is that all factual data for a comic is the same for all users (because these are "facts"), so that is why the CLZ Cloud does not store this information repeatedly for all users. It just "shares" this data from the Core for Comics online database.

#### **Predefined fields**

The fields below are completely user editable, and whatever you put in them is synced to your CLZ Cloud:

- · Series
- · Series Sort Title
- · Issue No.
- · Issue Ext.
- Title
- · Series Group
- Publisher
- · Publication Date
- Barcode
- Format
- Index
- Collection Status
- Owner
- Quantity
- Location
- Rating
- · Read it: Yes/No

- · Read it: Date
- · Purchase Date
- Condition
- Purchase Price
- · Current Value
- Store
- Tags
- Notes