

1 Log in.

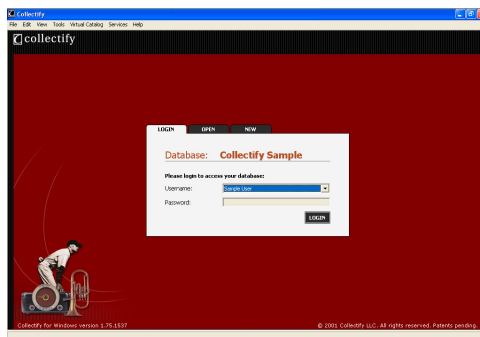
Cataloging your objects begins with starting a new Collectify database.

First, start Collectify by double-clicking the Collectify icon on your desktop.

From the login window, start a new database by clicking the **NEW** tab, then click the **NEW DATABASE** button. Follow the steps in the New Database Wizard.

When the Wizard is done you will be back at the login window for the database you just created.

Type the password, if any, for the database and click **LOGIN**. Collectify's homepage appears.



2 Add objects.

Objects—art, memorabilia, CDs, etc.— are the heart and soul of Collectify.

Add a new object to your database using the New Object Wizard.

From the homepage, click **Object** in the **Add a New** list. The New Object Wizard appears. Follow the steps in the New Object Wizard to record as little or as much information as you wish about the object. You can click the **Finish** button at any time, and the Objects • Quick View window opens for the object you have just added.

Optionally, add more information about the object.

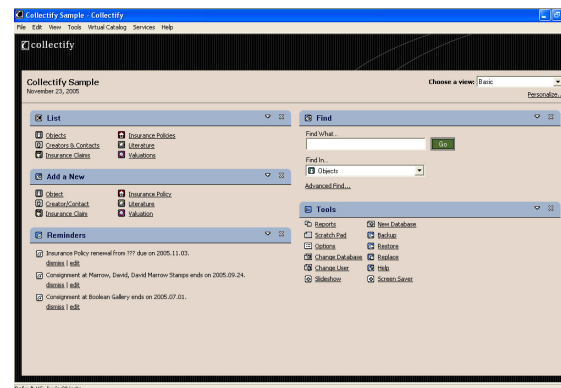
Use the Objects • Quick View and other Objects windows to view and modify information. There are windows for accounting, beneficiary, condition, and so on. Simply click a link in the list on the right side of any Objects window.

Have fun. 3

Use Collectify to make almost any collecting activity — buying, selling, trading, tracking, researching, valuing, insuring, archiving, planning, comparing—quicker, easier and more enjoyable.

Start from the homepage.

The homepage is the first page you see after you start Collectify. It gives you a snapshot of your database along with quick access to many of Collectify's screens and features.



Add other kinds of items to your database.

Collectify enables you to keep track of the myriad artists, contacts, literature, appraisals and insurance information related to your database. On the homepage, click the kind of information you want to add in the **Add a New** list and a wizard appears, just like the New Objects wizard, to guide you through the process.

Customize your Collection Types.

Collectify's most powerful feature is its ability to group objects by Collection Type — watches, dolls, wines, posters, etc.— so that Collectify records and displays exactly the information you want, in exactly the way you want it. Personalize your own Collection Types — e.g. My CDs — to turn Collectify into custom-designed cataloging software for your specialized collection! To do this, click **Tools** on the menubar, then **Collection Type Manager**.

Have fun with other databases.

Log in to Collectify's sample database to play around with Collectify and learn about what it can do. Or, transfer your existing collection database into Collectify (click **File** on the menubar, then **Import**).