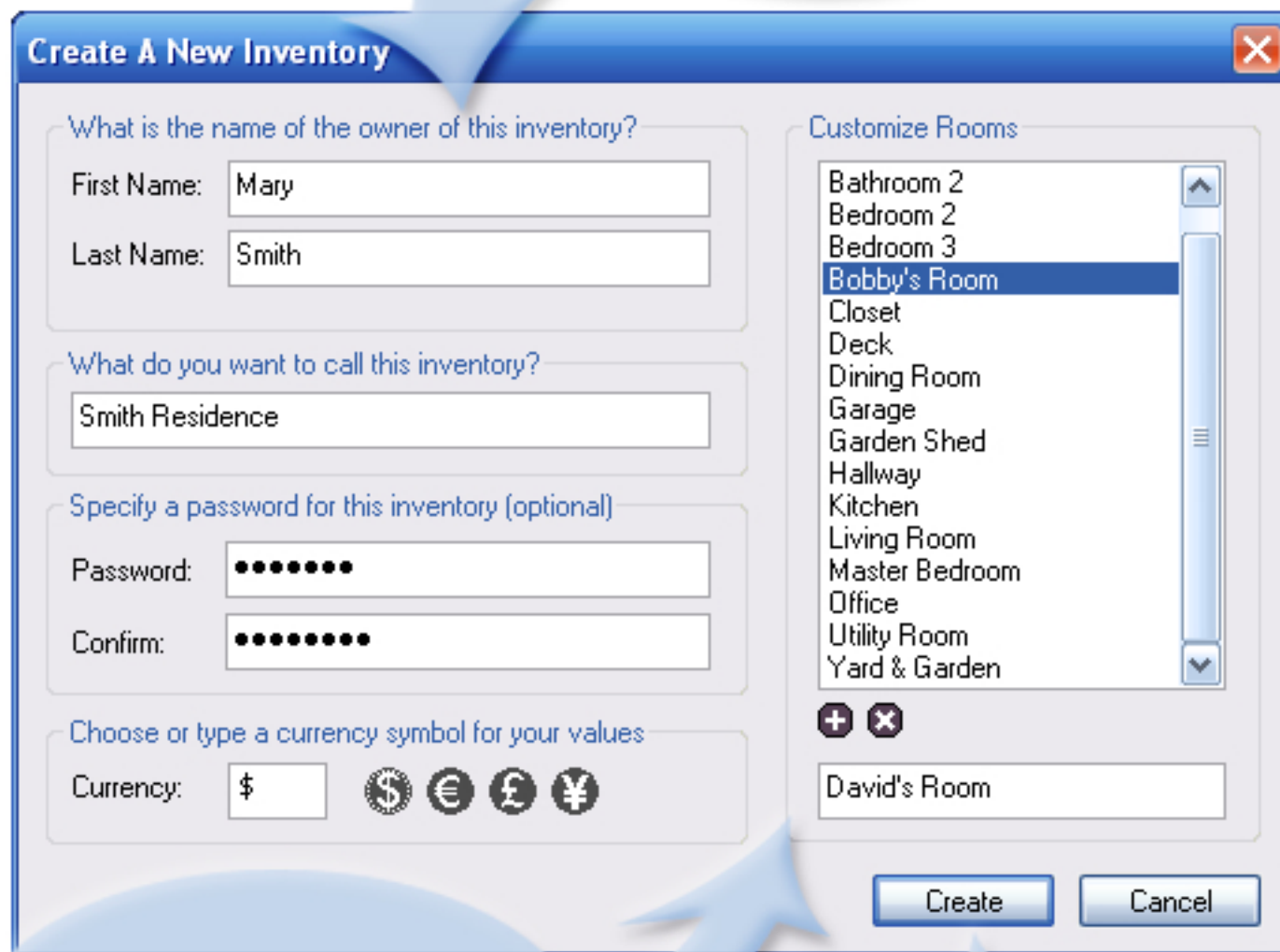# Getting Started

When you're ready to open Collectify Home Inventory, double-click the desktop icon and follow these easy instructions.

1. Create an Inventory

New Inventory... Click this button in the Home Inventory start screen.

Fill in the form

Create A New Inventory

What is the name of the owner of this inventory?

First Name: Mary

Last Name: Smith

What do you want to call this inventory?

Smith Residence

Specify a password for this inventory (optional)

Password: ••••••••

Confirm: ••••••••

Choose or type a currency symbol for your values

Currency: $ $ € £ ¥

Customize Rooms

Bathroom 2
Bedroom 2
Bedroom 3
Bobby's Room
Closet
Deck
Dining Room
Garage
Garden Shed
Hallway
Kitchen
Living Room
Master Bedroom
Office
Utility Room
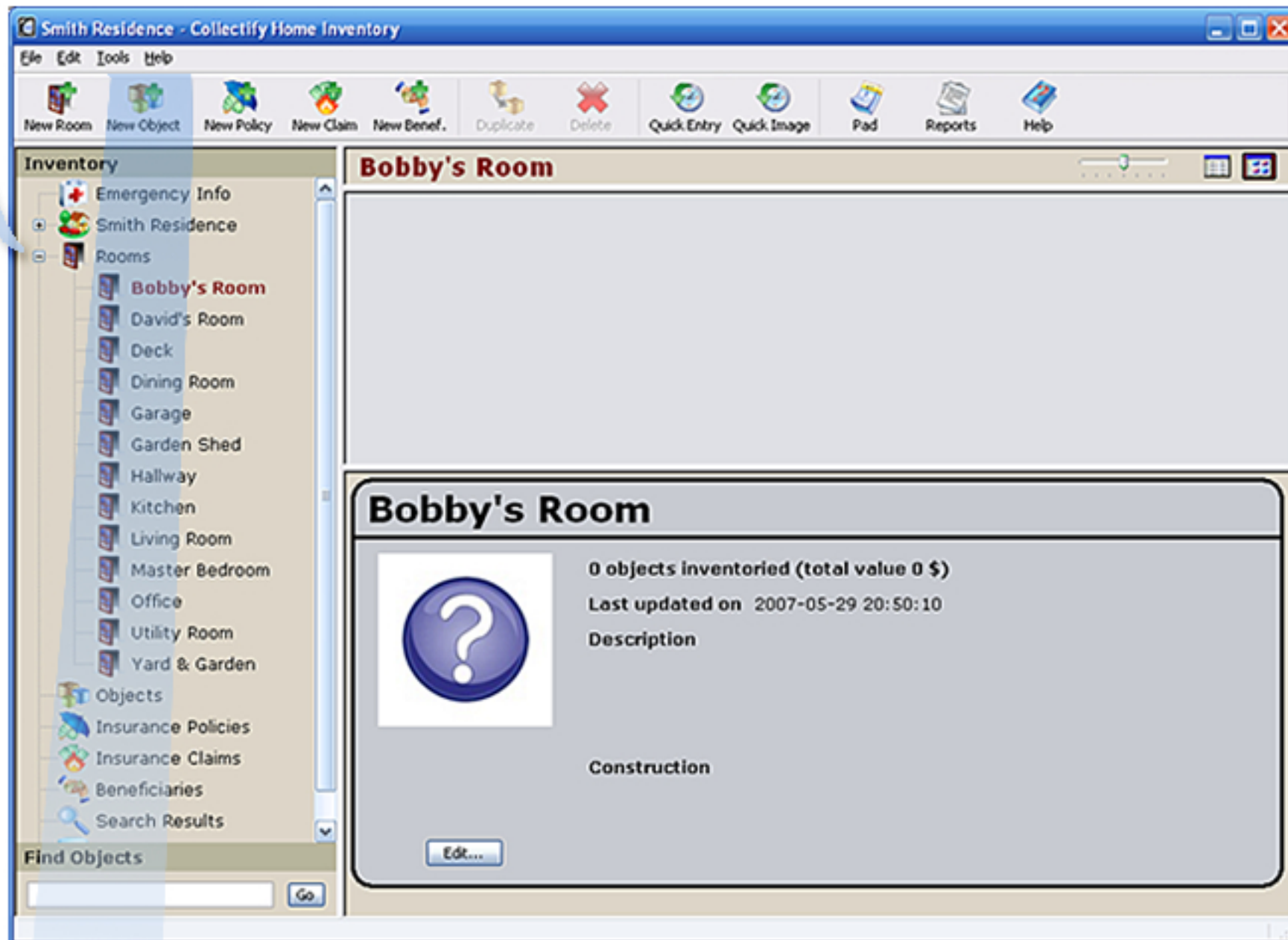Yard & Garden

David's Room

Create   Cancel

Customize the rooms that are in your home*

Click when you're done!

* Don't worry - you can change the rooms later — in fact, you can change all your information later!

2. Add Some Objects
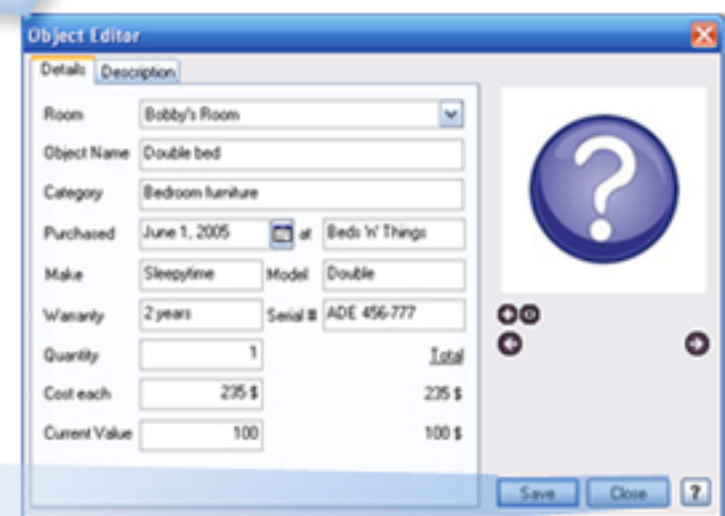
Rooms Click on ⊞ to display the rooms and select one...

New Object Click the New Object button.

If you don't want to include photos of your objects just yet ...

Fill in the details and description - as much info as you wish. When you're ready with photos, add one or many — photograph the sales slip even!

Click **Save** and add another object or
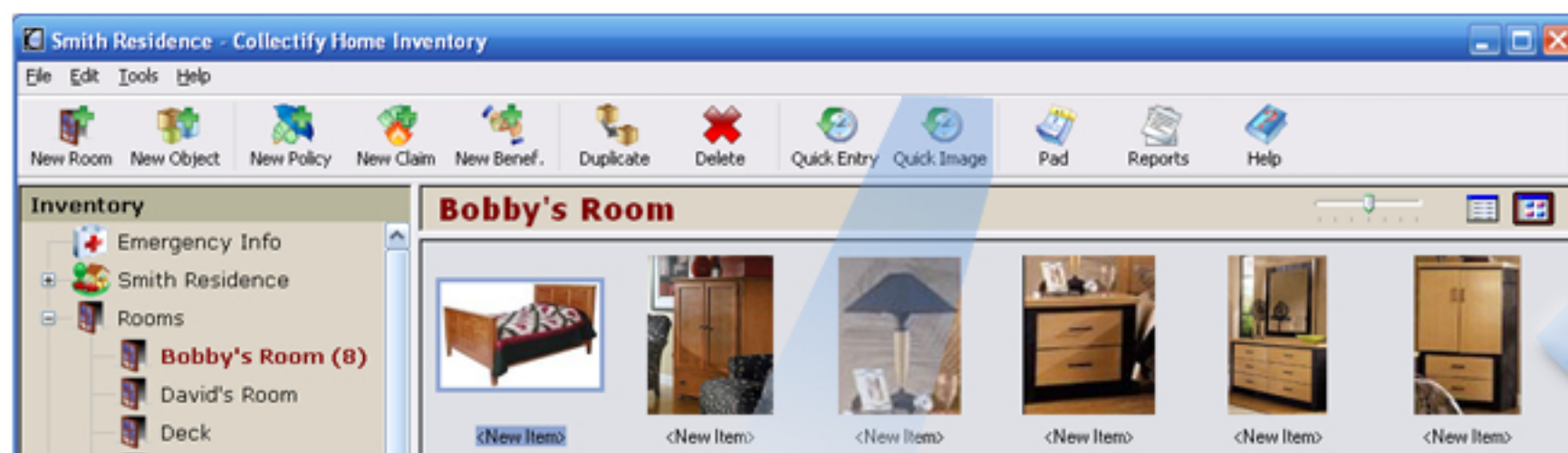Click **Close** when you're done.

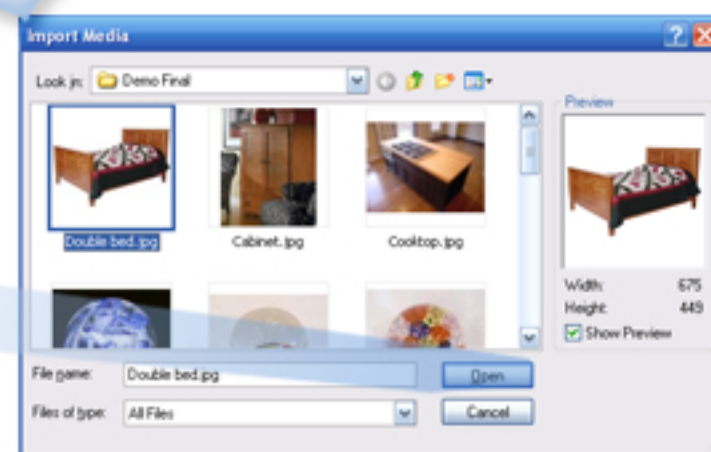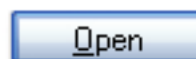Or better yet, if you have a digital camera...

Grab your digital camera...

Snap photos of a room and the objects in it.

Download the images to your computer.

Smith Residence - Collectify Home Inventory

File   Edit   Tools   Help

New Room   New Object   New Policy   New Claim   New Benef.   Duplicate   Delete   Quick Entry   Quick Image   Pad   Reports   Help

Inventory
- Emergency Info
- Smith Residence
- Rooms
  - **Bobby's Room (8)**
  - David's Room
  - Deck

Bobby's Room

<New Item>   <New Item>   <New Item>   <New Item>   <New Item>   <New Item>

New objects appear here.

Click the Quick Image button

Quick Image

Select the object images you just downloaded and click [Open]

Import Media

Look in: Demo Final

Double bed.jpg   Cabinet.jpg   Cooktop.jpg

Preview

Width   675
Height   449
Show Preview

File name: Double bed.jpg   Open
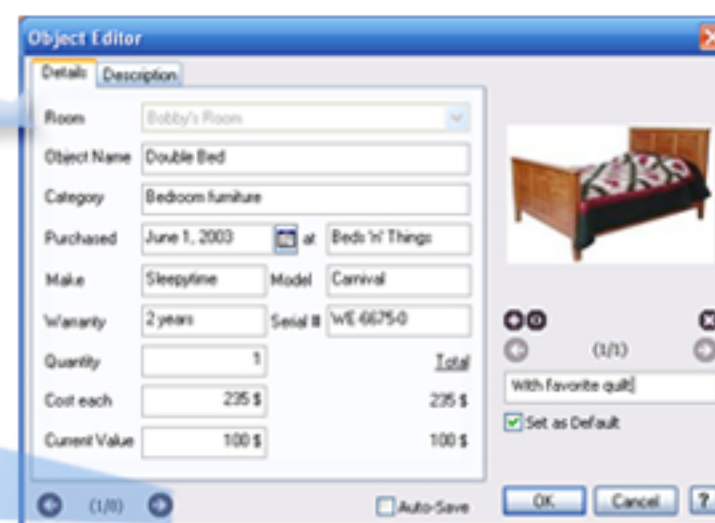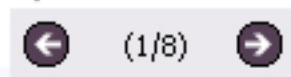Files of type: All Files   Cancel

You've just created new objects for all your photos!

Double-click on the first new object to edit it.

Enter its name and value and other details.

Use the arrow buttons to repeat for all your new objects.   ← (1/8) →

Object Editor

Details | Description

Room   Bobby's Room
Object Name   Double Bed
Category   Bedroom furniture
Purchased   June 1, 2003   at   Beds 'n' Things
Make   Sleepytime   Model   Carnival
Warranty   2 years   Serial #   WE 6675-0
Quantity   1   Total
Cost each   235 $ 235 $
Current Value   100 $ 100 $

(1/1)

With favorite quilt
Set as Default

(1/8)   Auto-Save   OK   Cancel   ?

You can even create new objects by drag-and-dropping images from Windows Explorer into Collectify Home Inventory!

3. Complete your inventory

Once you have entered the important objects in every room, you can complete your inventory gradually.

> Edit... Throughout the software you can modify your information by clicking the Edit button.

Go back to the objects you have already inventoried and add more details (such as purchase dates or serial numbers).

Add alternate views or more detailed photos of your objects — or add photos of warranties and sales slips.

Enter the details of your insurance policy and add photos of the paperwork as a safety backup.

If you have made a will, you can record beneficiaries and list the objects you plan to bequeath.

Easily create reports listing the contents of your inventory and share with your family, friends and insurance company.

> Edit your information
>
> Edit... If you're unsure what a field or a button is for, hold you cursor over the item in question and a descriptive tip will help you.