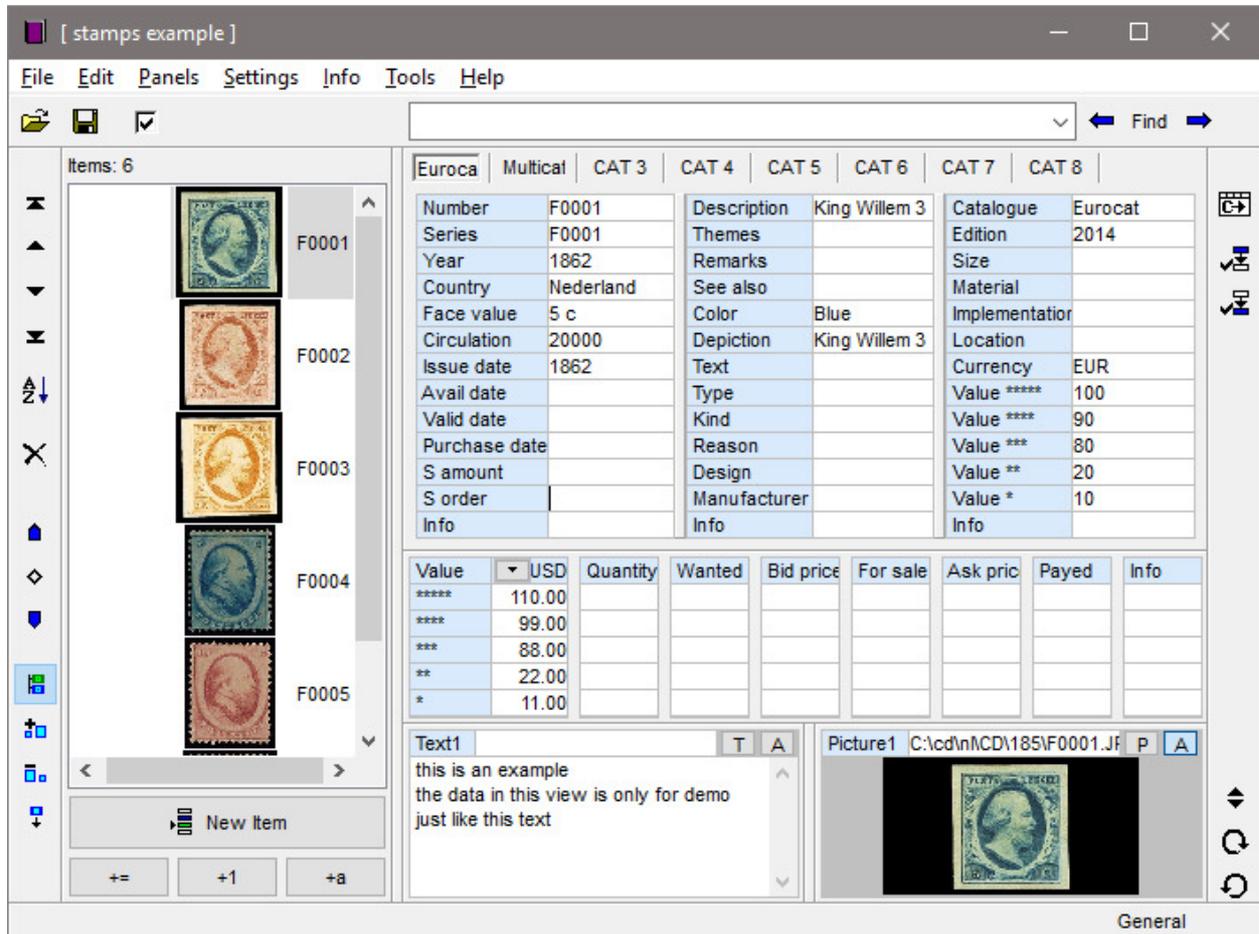# Simple Collection Program - User Guide

Simple Collection Program is a program for Windows™ to manage collections. E.g. stamps, coins, banknotes, music, multimedia, documents, addresses etcetera. The program can be adapted to any collection type by using specific templates or by simply changing the labels.

The basics principle of the program is that information about your collection is stored in an independent collection file on your computer. That collection file is a single file and can be easily shared, stored and modified. You can make as many collection files as you like. So if you collect stamps then you can make files for every country or theme that you are interested in.

You can enter the data manually or import from files that already contain data such as PRT, CLC, CSV and DCC files[1]. After that you save your information a in collection file of the type DCA, which is the file type that is used by Simple Collection Program.

To help you to start quickly with the program after installation only the basic functions are initially available. After you get used to the program you can enable more options such as multiple catalogs, thumbnails, bookmarks, presentation and multiple texts and pictures per item.

Please note that the figures in this user guide can differ from the version that you use on your computer. In this user guide information and pictures are used from amongst others the HCC PZGG files and CD-ROMs, see postzegel.hcc.nl.

---

[1] for prt files see postzegel.hcc.nl; CLC files are from the program CLC.

This user guide briefly describes the use of Simple Collection Program which consists basically of the following four easy and simple steps:

1   Open or make a collection file based on a specific template (like stamps or coins)

2   Make a new item, or select an existing item

3   Add information to the fields of that item, including pictures or longer texts.

     Repeat steps 2 and 3

4   Save the collection file

These four steps are described in the first chapters of this user guide. The chapters there after describe some additional possibilities.

Step 1. Make or Open a collection file

The very first step you always take in working with Simple Collection Program is to make a new collection file or to open an existing collection file.

Click *File - Make new file - general* to make a new general collection file. You can click on one of the other collection types for an other type of collection or open an already existing file on your computer. (Please note that a number of types as shown in the figure may not be available in your version of the program). After this step the program is ready for use and you can start adding or editing items.
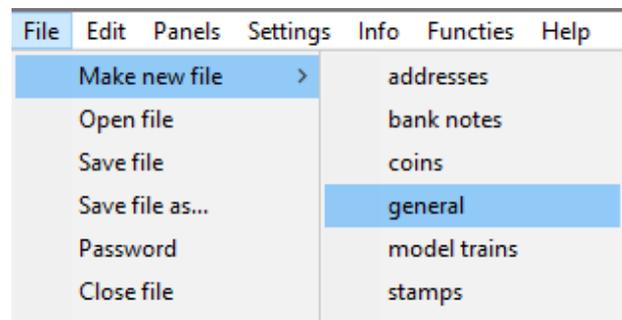
Step 2: Make or Select items

The individual elements of your collection, such as stamps, coins, names or bank notes are referred to as 'items' or 'numbers' in Simple Collection Program. These items are listed in the list on the left site (the items list). The name or number of the item is filled in in the top left field with the label 'item', 'number', or other reference indicator, depending on the collection type.

To create new items you click 'New Item' below the items list. This will create a new item that is added to the list at the position after the currently selected item.

Then you type the name or number in the first field (named Item in the figure). After that the name appears in the items list after you hit the Enter key or move to another field. You can always change that name by just typing something else. In most cases you will type here the catalog number, but you can use any reference you want.
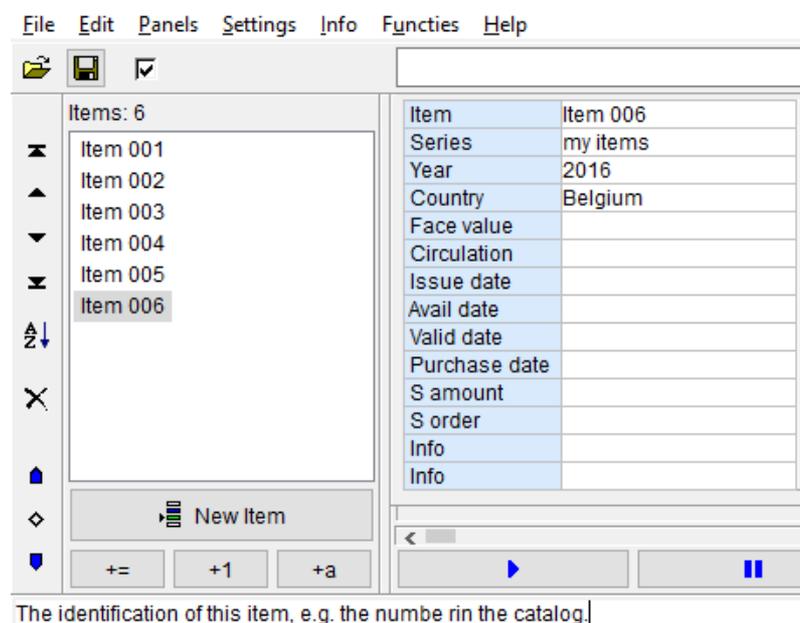
Visual aids: The font size and type can be changed with the menu function *Settings*. You can also set larger buttons which may be useful on smaller touchscreens.

Step 3: Add information to the fields.

Now that you have created an item you can proceed with adding information to the remaining fields. Which fields are available and how they are named depends on the chosen template when you made the collection file (see step 1).

Item	Item 006	Description		Catalogue	
Series	my items	Themes		Edition	
Year	2016	Remarks		Size	
Country	Belgium	See also		Material	
Face value		Color		Implementation	

In a stamps collection you will probably find a field for perforation. In a coins collection you would find a field for material. If you do not have a suitable template you can simply change the label (the blue fields in above figure). To change the label, you simply type a new name. You can change the description of the field in the message field on the bottom panel.[1]

Please note that some fields have special meaning, such as price. You can change the text for such a field, but you cannot change the meaning or operation of the field. If you changed labels to your own wishes, and you would want to save that configuration for other collection files, you can save it as a new template for later use. This is done with *File - Export - DCT File (template).*

Step 4: Save the collection file

When you are finished with making items and adding information to the fields you have to save the collection file. This is done with *File - Save as....* when you created a new file. If you opened an already existing file you use *File - Save*. The template is always saved within the collection file. So can always open the file on an other computer with the same template.

To prevent that others can open your collection file you can set a password on it. The password is not saved in the collection file but converted to a number for increased security.

This concludes the introduction to Simple Collection Program. In the next chapters you will learn more about other features of the program. In case an option is mentioned: you find the options in *Settings - Options*

---

[1] changing the description of the label does not work yet in the current version of the program. You can however edit the text in the template directly with a flat text editor like Notepad.

Text

Longer texts can be entered in the Text section. There are two fields. The lower field is the text area where you can type longer texts. The upper field, next to the label, is used to define a text file on your computer. This can be any file, and when you click on the T button that file is shown by the program that Windows normally uses to show that file. So if you enter the name of a pdf file in that field, Windows will start the pdf reader to show the file. Since this field only passes the file name to Windows for further execution, you can also enter a website or other file here.

Please note that the file that you can start with the T button is not stored in the collection file. Only the entered file name is stored.

If the A (automatic) button is depressed the text file will be shown automatically when you select the item in the items list.

Standard there is one text panel available. Under options you can enable 8 text panels. The other text panels will have orange labels to indicate that it is not the first panel.
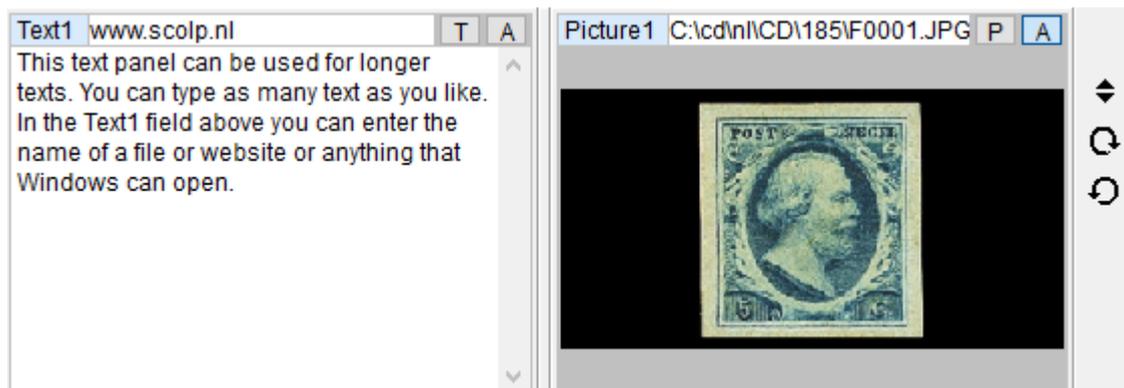
Pictures

The picture panel consists of two parts. The upper part is to place the name of the picture file. The lower part is to display the picture.. Pictures can be of most types of jpg, png, bmp, gif, pcx and derived types such as dib and jfif.

You can define the picture in two ways:

1. drag and drop a picture from the Windows explorer.

2. click the P button. (click ctrl P if a picture already exists)

If the A (Automatic) button is depressed the picture will be shown automatically when you select the item in the items list.

Standard there is one picture panel available. Under options you can enable 8 picture panels. The other picture panels will have orange labels to indicate that it is not the first panel.

You can also show the picture full screen or in a separate window by clicking on it. When in a separate window you can size the picture with sizing the window.

Multimedia

The multimedia panel works analog to the text and picture panel. Here you define music or movie files and play them. Not all music and video is supported, this depends on the configuration of your computer. If a file will not play this way you can put the file name in the text field and let Windows play it.

The multimedia panel is normally not used for classic collections and can be hidden with the menu function Panels - Multimedia. In the same way you can also hide other panels.

Values

Most collection items have a value. For some collection types there different values for different qualities. The program is technically capable of using 8 value categories. The actual number of categories is defined in the template. In the following example there are 5 value categories, form 5 star to 1 star (you can change the labels if you like).

The official value that you get from a catalogue or auction list should be entered in the top panel (the catalog panel). Above the values you can enter the currency.

Issue date	1862	Text		Currency	EUR
Avail date		Type		Value *****	100
Valid date		Kind		Value ****	90
Purchase date		Reason		Value ***	80
S amount		Design		Value **	20
S order		Manufacturer		Value *	10
Info		Info		Info	

Value	▾ USD	Quantity	Wanted	Bid price	For sale	Ask price	Payed	Info
*****	110.00							
****	99.00							
***	88.00							
**	22.00							
*	11.00							

On the lower panel you can choose an other currency. The program will calculate the values on the value panel from the values on the catalog panel. You can edit the currency values under *settings*. You can also define your own currency, such as '30percent', in which case the values on the value panel will be 30 percent of the value on the catalog panel.

please note that you must use the . (dot) as decimal separator.

You can hide or show columns on the value panel with the menu function *Panels*.

Multiple Catalogs (option)

The upper panel is called the catalog panel. Standard there is only one catalog shown, but you can enable 8 catalogs. This is done under Settings - Options. When enabling multiple catalogs you will have eight catalog panels, one for each catalog. You can enter the name of the catalog in the catalog field.

| File | Edit | Panels | Settings | Info | Functies | Help |

Items: 6		Eurocat	Multicat	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	CAT 8	
⊼	F0001	Number		F0001		Description	King Willem 3	Catalogue	Eurocat	

To the far right is a button, C->, for easy copying data from the leading (the first) panel to the selected panel. Under Panels you can make another panel the leading panel.

Thumbnails (Option)

Thumbnails are small pictures in the list. The thumbnails can be enabled with Settings - Options. In that case four extra buttons will appear on the left panel.

The thumbnails are shown or hidden with the first button. The next buttons will make the thumbnails larger or smaller. The last button will make all thumbnails for the whole list. These thumbnails are not separate files but they are made by the program when necessary, that is when they have to show in the list.

Select fields

For a number of functions you have to select the fields that are subject to that function. In that case you click the field select button (checkbox button) after which the selection boxes for all fields are shown. Then you can select the fields.

Bookmarks (option)

If you have selected an item then you can bookmark it by clicking the diamond shaped button, after which it changes color. You can make as many bookmarks as you want. To remove a bookmark click the button again. With Shift you remove all bookmarks.

Please note that bookmarks are not saved.

Import of PRT and CLC files

First make a new file of the wanted collection type (template). Then click File - Import - PRT or CLC file. The program will ask a number of questions about how you want to import. Most questions are to be answered with yes. Then save the list.

Selection lists (option)

Selected items are listed in the separate selection lists. The selection can then be stored or exported e.g. als wantlist or searchlist. The items in the selection list refer to the same items in the itemslist. If you edit an item in the selection list, the changes will also be registered in the same item in the items list. If you delete an item in the selectionlist it will not be deleted in the itemslist (because it only refers to that item).

Security

When you have gathered a large amount of information in your collection files it is very important not lose that information. Therefore it is important to make regular back-ups. The data that you want to secure is in the users roaming appdata folder. It is your own responsibility to make suitable back-ups. In addition (but not as replacement) you can use the back-up function in the program. This function is meant for easy transfer of your data to another computer with the restore function.

Also in addition is the automatic archive function (see settings). This will archive the data file just before it is saved. Default interval is 1 month. For important collections you may consider to set it to daily.

Furthermore you can have the program to automatically check for new versions every month so you are sure that you use the latest version.

for more information please see www.scolp.nl