

## EzCoin Quick Start Guide

**Be sure to read the Getting Started Guide in the Introduction of the Help Manual ( F1 )**

- **Finding a Coin:** To enter or find a coin, you must fill out at least one of the 5 key fields ( Denomination, Year, Type/Reign, Variety or Mint Mark) and **press the Enter key**. This will retrieve all coins matching your criteria. If only one coin matches your criteria, then that coin will be retrieved. If more than one coin matches your criteria, then a list of the coins will be displayed enabling you to select the one you were looking for. To perform a different search, click on the **ERASER icon** on the toolbar to clear the screen & make your selections again.
- **Entering Details About Your Coin:** In the Grading & Pricing area, simply select the grade of your coin & click on the Plus sign ( + ) . You can enter a qty other than 1 as well as enter your own value. Then simply click on the Blue Check mark on the toolbar & your coin is inventoried!
- **Thumbnail Viewer:** Hit **F12** on your keyboard to activate the Thumbnail viewer. This will display small versions of the coin images which you can select from. The viewer is highly configurable via the preferences (**F2**)
- **Saving an Entry to Your collection:** To save a record to your inventory, you must **click on the Blue check mark** located on the toolbar at the top of the main screen
- **Power Search:** (**Ctrl+P**) This powerful tool will allow you to search for any coin using any criteria or field available in EzCoin. You can combine search parameters such as all 1c coins in 1990 to 1998 . You can search either the supplied database or your coins that you have inventoried
- **Advancing Through the Database:** You can advance to the Next/Previous records using the arrows located on the toolbar. You can browse through the supplied, your collection or the last search results by using the appropriate set of arrows ( see the **Getting Started** section of the manual for details **F1** )
- **Special information & Notes:** EzCoin provides detailed images to help you determine varieties & errors. Click on the icons on the toolbar to bring up special information. Try the following in the United States.DAT file ( Enter **hc-1804** in the UID field then click on the special information icon in the toolbar ). We will be adding these on a continual basis
- **ZIP Compressed Backup & Restore:** Backups are invaluable should the unexpected occur. To backup your data, close the file via the file menu, then go to Database utilities, Create A Backup. This will create a ZIP file of the required files which you can restore. **Regular backups** are a prudent way to preserve the time & effort in inventorying your coin collection details. A **Re-install** of EzCoin will overwrite your files, so **Backup First !!**
- **Copy Images to Your Hard Drive:** Many users do not like to have to put the EzCoin CD in their drive each time they want to use the program. To see images without the CD, you must copy the images to your hard drive via the Utility menu & select the Copy Images Option
- **Rapid Entry:** You can quickly populate your collection data by entering whole ranges of coins at one time. Many options are available in the Rapid Entry located in the Edit Menu. This is a huge time saving feature!
- **Duplicate a country:** This allows the duplication of the currently opened country. This is useful for maintaining separate personal collections for family members
- **Duplicate a RECORD:** This is a very powerful feature. EzCoin allows for the separate entry of every coin as well as consolidating multiple copies of a particular coin in one entry. For example, if you had 3 copies of the 1c-1858 coin, and one of them was certified, you could enter the certified coin separately & enter the other 2 in one record. The flexibility is built into EzCoin. The choice is yours to make as to how to inventory your coins
- **UID:** The basic structure for the UID ( Unique Identifier ) is the denomination followed by a dash then followed by the year issued then by a sequential number if more than one coin for that year and denomination exists. Example: **1c-1967** will retrieve the 1 cent coin issued in 1967 , **1d-2001** will retrieve the \$1 coin issued in 2001, **1d-2001-1** will retrieve the second \$1 coin issued in 2001 ....