



# EzCoin For Windows™

## V2.0



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# Welcome !

Thank You for purchasing EzCoin. Welcome to the age of computerized numismatics. Should you have any suggestions, questions, or comments please write to us at the address on the front of this package. If you have any requests for enhancements that would be nice to have.., please let us know and we will try to incorporate any useful ideas into future releases. That's how EzCoin has grown to be the mature product that it is.

If you like EzCoin, please tell your friends about us. Dealer inquiries are welcome. If you find any errors or omissions in the documentation, please let us know. We're here to help.

**There are many new features in this release of EzCoin. For those of you who are upgrading from a previous version, please read this quick start guide.**

Please note our E-mail address is [mariost@shaw.ca](mailto:mariost@shaw.ca) or [staff@ezstamp.com](mailto:staff@ezstamp.com) It is the fastest and easiest way to get help if you need it (other than Reading the Manual). Our web site is located at [www.stamptools.com](http://www.stamptools.com) or [www.ezstamp.com](http://www.ezstamp.com) and you can also call us at (705) 254-6201

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# EzCoin Quick Start Guide

You should read the Tips of the Day in EzCoin. They provide very useful information for new users. They are available from the Help menu in EzCoin. We have also appended them to the end of this document.

We are continuing to add useful tips here on our website.

[www.pcvu.com/ezcoin/QT/QT0001.html](http://www.pcvu.com/ezcoin/QT/QT0001.html) . These pages will be revised and updated over time

Please refer to the following screen shot for reference to the EzCoin Main Screen. Pay particular attention to the five numbered areas on the screen.

The screenshot shows the EzCoin v2.0 - USA.SDF (United States) main screen. The interface is divided into several sections:

- 1) Tool Bar:** Located at the top, it contains various navigation and control icons.
- 2) Status Bar:** Located at the bottom, it displays the current record's value and quantity.
- 3) Coin Image Viewer:** Located on the right side, it displays two images of a coin (obverse and reverse).
- 4) Grades Table:** A table listing various grades and their corresponding values.
- 5) Form:** A form for entering coin details, including denomination, year, type/reign, variety, mint mark, location, diameter, weight, thickness, edge, PM composition, and composition.

Grade	BV	Market Val	Your Val	Qty	Net Val	Graded By	C Qty	Comments	Location
VF-20		\$1,896.45		1	\$1,896.45		1		
EF-40		\$1,927.45							
AU-50		\$1,948.10							
AU-55		\$1,981.10							
AU-58		\$1,991.45							
MS-60		\$2,001.75							
MS-61		\$2,037.85							
MS-62		\$2,063.65							
MS-63		\$2,089.45							
MS-64		\$4,591.60							
MS-65		\$6,190.95							
Poor									

**1) Tool Bar:** This is where most of the navigation and other controls are located. **Blue** arrows navigate through the SUPPLIED databases, **Green** arrows navigate through your inventoried items.

**2) Status Bar:** This is where helpful hints appear when you hover over any icon. Bottom Left corner of Status Bar will always have an icon to indicate the status of the current record ( inventoried, supplied, custom etc ... )

**3) Grades Area:** This is where the bulk of the data entry occurs. Just select the appropriate rows & click on the **GREEN \$+** to enter or the **RED \$-** to remove a grade entry.

**RIGHT clicking** on any icon or label on the main screen will pop up specific help for that item.

**4) Tabbed Spreadsheet Data Grids:** This is where Purchase & Sold details are entered. PWL & PSL ( Priority Want & Sell list details are shown here and any Custom fields you create will be shown in the Custom Tab. Click any tab to show the grid view for the respective information type. The fields which appear in the grid view for the Grades tab can be reordered or removed from the grid altogether using the Field Settings for Grade Data menu option.

**5) Coin Details:** This area of the main application window contains the basic coin details information. The image preview area and the coin details/comments panes share the same horizontal band of the main window. You can drag the vertical separator between these two areas to reallocate space between them. Every coin record is identified by 5 **key** attributes: **Denomination, Year, Type/Reign, Variety, & Mint Mark**  
**RIGHT clicking** on any icon or label on the main screen will pop up specific help for that item.

### Entering or Retrieving a Coin Record

A unique coin record is identified by 5 key attributes: Denomination , Year, Type/Reign, Variety & Mint Mark

To search for any coin record, press ENTER while positioning in any of the 5 key fields.

If more than one matching coin is found based on the combination of the 5 fields, a report view will be displayed with all matching records. If the coin is already inventoried, the record will be retrieved. If not, pre-supplied coin info will be retrieved and you can inventory the item. If the coin record can't be found based on the 5 key fields #, you will be asked to inventory the record as a custom variety. If a coin is already inventoried, a GREEN checkmark is displayed as a visual cue. A RED checkmark indicates that a CUSTOM catalog number was inventoried. A VIOLET checkmark indicates that this is a duplicated record.

### Alternate Catalog #'s

EzCoin includes cross a reference to the PCGS Numbers (with permission) to allow retrieval of US coins. If you have imported a cross reference file (See File Menu, Export/Import, Import Alternate Catalogue ID's), you can enter or retrieve coin information by the Alt Cat #. Simply enter the number and hit

the ENTER or TAB key on your keyboard. There are up to 4 Alt Cat #'s available to you and each can be renamed to suit your specific needs. Each ID can be relabeled for ALL countries or just the specific country you have open. Left Clicking on the Label will allow you to switch Cat #'s and rename these fields.

### **Market/Supplied Values**

This is the EzCoin market value for each coin, depending on the grade you have selected. You may override this value if you choose to. Also note that you can set a Price Lock on any coin so that Price Updates will never alter these values! (See price lock icon at the bottom left portions of the Status Bar. This is a pre-supplied field



### **Save Your Current Coin Record**

To SAVE the current record, simply Left Click on the Blue Checkmark Icon on the Tool Bar or just above the status bar. To Delete a record, Left Click on the Red X. Deleting a record removes it from your inventory, not from the supplied database.



### **Adding Coin Grade Details/Data**

Use this icon to commit the data you have entered for the selected grade (i.e. qty, your value, dates, comments etc.). This does NOT save the record to disk yet. It just accepts the entries for that selected grade. You can select multiple grades at a time and commit them at the same time. To actually SAVE the record to disk, you must left click on the Save Record Icon (blue checkmark) OR Right Click in the Grades Area and select ADD and SAVE from the Pop Up Menu.

A general preferences option can be enabled to allow you to auto add grades when you click the blue check icon to save the record. It performs the function of Blue Check + this button on one step.



### **Adding Coins with Bullion Values**

There are times when the precious metal content of a coin (gold, silver, platinum or palladium) is valued more than the market value of a coin. EzCoin AUTOMATICALLY show you when this occurs so that you can inventory the coins as a bullion entry. For example, if a pure gold coin (1/10<sup>th</sup> of an oz) in the grade of F-4 is listed with a market value of \$50, but the bullion value is calculated at \$130, then EzCoin will display for you the Bullion value & let you inventory it as a bullion coin. These calculations are automatic & based on the current market values of the precious metals.

In other words, if the coin contains a precious metal composition, and also a valid weight, EzCoin will calculate the bullion value based on the current precious metal price values assigned to the country and display it in the bullion field.



### Removing Coin Grade Details/Data

Use this icon to remove the selected grades from your data (i.e. qty, your value). To CLEAR ALL fields for the Grades, hold down Ctrl and Left Click on the \$- .This does NOT remove the record from your inventory, just the selected grades. To remove the entire record/coin from your inventory, you must click on the RED X on the Tool bar. You can select multiple grades at a time and deselect them at the same time. You may also deselect grades by selecting grades and then RIGHT clicking in the grades area and click Remove Selected from the popup Menu.



### Edit/Select Coin Grade Details/Data

Use this icon to bring up the single quick grade edit window. In this window you can edit any of the dates, prices and comments. Compare this to the Grades quick Editor icon which allows for editing multiple grades and the associated details at the same time.



### Edit Multiple Coin Grade Details/Data

Use this icon to allow editing of multiple grades in a grid view editor. You can make changes to the data for any of the grades listed. You can clear all fields. Any changes you make can be undone within the CURRENT quick edit session. Once the window closes, changes cannot be undone. This provides a quick way to make multiple changes to multiple grades in one convenient window. An option available in Options, Preferences allows you to auto-save the coin record. Once you save the data in the Quick Edit window (click on the Apply Changes Icon) so that you do not have to also click on the Blue checkmark (Save Record Icon) in the main screen to save the coin record.



### Deselect Grade

If you have selected a grade or multiple grades, you can click on the Grades Deselect Icon to deselect the grade. This does NOT clear any data, but just deselects the grades.



### Navigating Through Supplied Coin Records

To Navigate through the supplied database, simply LEFT click on the BLUE navigation arrows on the Tool Bar to advance forwards or backwards one record.

Ctrl+Left Arrow will move to the FIRST Entry in the database while Ctrl+Right Arrow moves to the LAST entry for the navigation method used.

The blue arrows include any pre-supplied coin records which are either part of your inventory or have yet to be inventoried. For custom countries without pre-supplied data, the blue arrows have the same functionality as the green arrows.

The default stepping method is by Denomination order.

### **Navigation Arrow Step Method**

Use this icon to change the stepping method used by the Blue arrows. The default is to step through the data by Denomination order. You can change it to step by Year or by UID value (SoftPro's unique ID value is assigned for all coin records for pre-supplied coin records. It's an optional field for any custom country files or custom variety coin records.)

### **Navigating Through Your INVENTORIED Coins**

To Navigate through items you have Inventoried, simply LEFT click on the GREEN navigation arrows on the Tool Bar. This will advance one record forwards or backwards.

Ctrl+Left Arrow moves to the FIRST Entry in your inventory while Ctrl+Right Arrow moves to the LAST entry.

### **Navigating Through Navigation Lists**

Navigation lists are sets of coin records which you can create from most Search and Report options available in EzCoin. Once a navigation list is created, you can use the violet arrows to step backward and forward through the list.

Ctrl+Left arrow will move to the first record in the list. Ctrl+Right arrow will move to the last record in the list.

The current and total number of coins in a navigation list will appear in the bottom status bar of the EzCoin window.



## **Remove/Delete a Coin Record from Your Inventory**

This icon will delete the current record from your inventory. It does NOT remove the record from the supplied data. You will ALWAYS be prompted to confirm that you want to permanently delete the entry from your inventory.

## **Clear Screen**

Left click on this icon to clear the data entry fields for this record. LEFT clicking on an inventoried supplied record will clear all inventoried grades and any non supplied data fields. To clear the screen of ALL data fields, use Ctrl+Left click on the eraser icon. For custom records that you have created, this will also clear any image link you have to this record.

## **Duplicate an Inventoried Coin Record**

This is a very powerful feature. By design, EzCoin consolidates any coin on one screen. It allows you to track multiple copies & varieties on the one main screen. EzCoin allows you to have a duplicate record of any coin record.

Say you have 10 copies of a coin but one of them is special in some way (toned, cleaned ...). You could enter the 9 copies in one record and then create a duplicate record for the special one. This has many benefits. It will also allow you to individually track any coin if desired. You can duplicate a record by clicking on the Duplicate Icon in the Tool Bar or go to the Edit Menu and Select Duplicate. To duplicate a record, it MUST already be inventoried. Once a record has been duplicated, the STATUS BAR will show you the number of duplicate records for this coin record. All duplicated records will show a Purple DD icon in the Lower Left portion of the Status Bar.

## **Priority Want List (PWL)**

Priority Want and Sell lists give you a unique way of entering items into a want or sell list. By default, any item that is inventoried is automatically removed from the regular want list. There may be times when you want to have a coin in your want list even though you already have a copy of that coin.

The PWL icon on the tool bar allows you to add items to a separate want list (apart from the regular want list). You can add and remove items from the PWL at any time by using the Ctrl+Left Click on the PWL icon. If you have a grade selected when you click on the PWL icon, a special W+ icon will be placed next to the grades you had selected in the Grades area.

When an item is in the PWL, the PWL icon will turn GREEN. Similarly, the Priority Sell List (PSL) works the same way. PSL and PWL reports allow you to easily track what you have placed in these lists.

### **Priority Sell List (PSL)**

Priority Want and Sell lists give you a unique way of entering items into a want or sell list. You can add and remove items from the PSL at any time by using the Ctrl+Left Click on the PSL icon. If you have a grade selected when you click on the PSL icon, a special S+ icon will be placed next to the grades you had selected in the Grades area. When an item is in the PSL, the PSL icon will turn GREEN. Similarly, the Priority Want List (PWL) works the same way. PSL and PWL reports allow you to easily track what you have placed in these lists.



### **EzBrowser View of EzCoin Data**

A new way to search & view the data in EzCoin. By LEFT clicking on this icon or hit Ctrl+F, a new viewer will appear with all the SUPPLIED data. You can select any item in the list by double clicking on it. Double clicking on an item will display it in the main screen. F12 will toggle the image view on or off. To see only your inventoried items in this browser, select the appropriate option on the initial EzBrowse dialog screen.



### **Recall the Last Search Performed**

This icon will recall the last search you performed with all the parameters and selections you used before. This will save you time when you frequently run the same searches.

### **Recall the Last Report Performed**

This icon will recall the last Report you performed with all the parameters and selections you used before. This will save you time when you frequently run the same reports

### **Quick Stats Reports**

This icon will recall the last Quickstats Report you performed with all the parameters and selections you used before. This will save you time when you frequently run the same Qstats report. Qstats are the most frequently run reports in EzCoin



### **Custom Fields Entry**

This icon will display the Custom Fields Entry screen. If you have defined custom fields (Utility, Custom Fields Editor), this floating window will allow you to see and edit the data in the Custom Fields. Saving a Custom Field entry will ALSO save the record on the main screen to your inventory! EzCoin allows for as many custom fields as you may need.



### **Edit/Change Image Links**

This icon allows you to Edit and change image links for any record. You can paste in images from the clipboard or link to images you have scanned to files on your hard drive. Images can be of any format (bmp, jpg, gif etc). These paths to the images to be used can be set in the EzCoin general Preferences.



### **Thumbnail Viewer (TV)**

Clicking on the Thumbnail Viewer (TV) Icon will populate the viewer with thumbnail-sized coin images. The viewer can accommodate up to 196 coins (14 rows by 14 columns). Change the 5 key fields and hit tab and the viewer will refresh. Left click on any image in the viewer to show it in the main screen. Double Click on any image and it will instantly retrieve that coin. Click on the arrows in the TV panel below the images to navigate the database. Alt+F12 will activate the viewer by Alt Cat # if you have built a cross reference file. F12 will activate the viewer by Denomination order. Ctrl+F12 will activate the viewer by Year of issue order. The viewer can also be resized to make the thumbnails larger if you have a large screen by drag sizing the window. Preference settings allow you to control what the viewer looks like and what data it displays. You can resize the TV by drag sizing it from one of the corners. (It will retain the last resized dimensions)



### **Special Coin Information**

EzCoin provides detailed images to help you determine varieties and errors. Click on the Special Information Icon on the Tool Bar (Si) to bring up special information. If no Special Info is available, the icon remains greyed out.



### **Image Compare – Second Image Viewer**

Clicking on this icon will bring up the currently displayed coin into a second viewer. Thus, you can have images of 2 different coins on the screen at the same time to allow easy image comparison (i.e. design changes). Great for comparing varieties. You can also swap the coin record associated to the image in the compare window with the one on the main screen.

## Special Characters (Fractions & Pound Symbols)

This icon will allow you to enter special characters into the data fields, such as  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ , and £.

## More Images

This icon will appear when there is more than 1 SUPPLIED image available. To see the other SUPPLIED images, simply click and select from the available images in the drop down list.

## Country Data Information

This icon will open a window which will display a summary of properties and statistics for the opened country file. Data such as total # of coins inventoried, total value and other important information is available.

## Snapshot Viewer

This is a great new feature only available in EzCoin. With our new EzCoin SnapViewer, you can save ANY EzCoin report in a special format which can be read by EzCoin AND by **anyone** else even if they do not own EzCoin. This will allow you to send want lists, inventory reports etc. to dealers, friends, fellow coin club members and anyone else. All that is required by the person you are emailing/sending the report to is to download a very small file called snapview.exe from our website. They simply place the file (an exe file) into a folder on their hard drive (ie. C:\SnapViewer) and then they place the files you send them in that folder. Then simply run SnapViewer and open the \*.snc file you sent to them & they will see the identical report that you generated in EzCoin. The Snapview utility can be downloaded from our website from FREE

<http://www.pcvu.com/ezcoin/QT/SnapView/EzcSnapSetup.exe>

## EzCoin Preferences Section

EzCoin has many preferences & settings (available from the Options menu) that can be customized to suit your specific needs. If you RIGHT click on any Label in the preferences tabs, appropriate help and descriptions of each settings purpose is described. For most users, the default settings will be the norm, but there are MANY options that will make your use of EzCoin much more personalized to the way you work. We suggest that you explore these options to make full use of EzCoin and all its powerful capabilities.

## Tips of the Day

### **WELCOME:**

Thank You for your purchase. EzCoin has all the features a coin collector could want to track & inventory their collection. The following Tips & FAQ will assist you in getting the most out of EzCoin and all its features. Whether you are a Novice or Experienced user, you will find these tips helpful & will make your use of EzCoin more efficient.

### **FREE PROGRAM UPDATES:**

EzCoin provides FREE downloadable updates right from within the program. Go to Help, Check For Free Updates. This is used for bug fixes, updates & changes to the program itself, as well as updates to required files. This is NOT the annual updates for the databases, prices & images. Those are purchased annually from SoftPro. You should check on a regular basis to ensure you have the most up to date version of the program.

### **RIGHT CLICK HELP:**

Right click on almost any icon or Label on the main EzCoin screen & a context sensitive help dialogue will appear. Try Right Clicking on the Shopping Cart as an example. This is useful for new users & beginning collectors.

### **RIGHT CLICK ON GRIDS:**

Right clicking on any grid (Grades & Prices area or the Report Viewer) will reveal a context sensitive Pop Up selection menu with many different options that are relevant to that grid.

**DEALER / AUCTIONEERS LISTING:** EzCoin provides links to professional coin dealers as well as experienced auctioneers who hold extensive auctions year round. Whether you are buying or selling, or looking for supplies, you owe it to yourself to browse through our dealer listings by going to Help, Dealers, Suppliers & Auctioneers. Tell them Marios sent you !

### **STATUS BAR HELP:**

The STATUS BAR (Strip at the bottom of the Screen in EzCoin) will display, short, relevant tips/help for almost any Icon on the Main EzCoin screen as well as most if not all other screens in EzCoin. The BOTTOM LEFT corner of the STATUS BAR will Display different ICONS depending on what the program is doing. Many Visually Helpful Icons will appear here to Visually Indicate to you different things such as when Duplicate records exist, whether an item is inventoried, a custom record/variety has been entered ... You will be able to use this area of the Status Bar as a quick indicator on the state of any given

record. Pay close attention to the Status Bar as it is used extensively in EzCoin.

### **IMAGE RETRIEVAL & DISPLAY - NEW USERS:**

To enter or retrieve a coin, simply enter any of the 5 key fields (Denomination, Year, Type/Reign, Variety or Mint Mark) & hit the ENTER or TAB key on your keyboard. Do not click on the Save Icon (Blue Checkmark) unless you want to inventory the coin. The ENTER or TAB key will retrieve the coin and relevant information (pricing, descriptions etc). EzCoin will allow you to inventory a coin with no data entered, so do not click on Save Record unless you want to save the coin into your inventory

### **NAVIGATING Through the DATABASES:**

To Navigate through the supplied databases, simply LEFT click on the BLUE navigation arrows on the Tool Bar. Ctrl+Left Arrow goes to the FIRST Entry while Ctrl+Right Arrow goes to the LAST entry for the navigation method used. To navigate through Inventoried items only, use the GREEN arrows on the Tool Bar. The PURPLE arrows are used to Navigate through special lists that you build. Keyboard shortcuts for navigation are as follows:  
Ctrl+Up/Down Arrows = Next / Previous Supplied Record, Ctrl+Left/Right Arrows = Next / Previous Inventoried Record

### **SAVING & DELETING RECORDS:**

To save the current record, simply Left Click on the Blue Checkmark Icon on the Tool Bar. To Delete a record, Left Click on the Red X. Deleting a record removes it from your inventory, not from the supplied databases.

### **BULLION VALUES:**

If any coin contains a precious metal composition(Gold, Silver, Platinum or Palladium), and also a valid weight, EzCoin will calculate the bullion value based on the current precious metal price values assign to the country and display it in this field. If the current market value for any grade is LESS than the Bullion value, the bullion value will be automatically highlighted for you so as to enter it as a Bullion Coin. The yellow \$+ button will add the selected grades as bullion valued items. The net value will now be based on the bullion value of the coin, not the market value of the grade.

**LEGEND of TERMS USED in EZCOIN:** Most of the commonly used numismatic terms used in EzCoin are described on our web pages. Click the More Help button to visit this page.

**[URL::http://www.EzCoin.com/EzCoin/QT/QT0002.html](http://www.EzCoin.com/EzCoin/QT/QT0002.html)**

**ADDING VARIETIES/CHANGING ENTRIES:**

Adding new or unlisted varieties is very easy in EzCoin. Simply enter any new combination of the 5 key fields (Denomination, Year, Type/Reign, Variety or Mint Mark) that is not already in the supplied database & click Save when prompted. You can enter the new variety as a Main # or as a sub variety. You can enter as little or as much information about the coin as you want to. If the screen already had data from a supplied Coin entry, the data will be preserved with the new variety. You can edit & change the appropriate information for the variety.\*\*\*IMPORTANT: The UID must be UNIQUE for every coin entry so you will need to erase the existing one or create a new one \*\*\*.To link to a different image, just click on the link icon (looks like a chain link). We have also added a report that will list all items that you added that were not in the supplied database or any supplied records that you modified. The report can be accessed via the Reports, Inventory Reports, Customized Entries/Records Repor

**PRICING/SUPPLIED DATA UPDATES:**

EzCoin has the ability to track any price changes you make. This means that if you make any changes to our prices (the prices supplied by EzCoin), next years pricing update will not overwrite those entries unless you choose to have them overwritten. Also, if you override EzCoin prices, you can revert them back to supplied values at any time. Price Locks are also available so that any records that have a price Lock applied, will NOT be overridden by updates until the price locks are removed.

**MULTIPLE IMAGES:**

EzCoin allows you to have four images for every coin you enter (two obverse & two reverse). Any two can be viewed at the same time. You can alternate between the Alternate & Supplied images by clicking on the Alternate Image Icon in the tool bar near the top right corner of the tool bar.

**EZBROWSE VIEWER:**

A new way to search & view the data in EzCoin. Simply hit Ctrl+F & a new viewer will appear. You can select any item in the list by double clicking on it. Double clicking on an item will display it in the main screen. F12 will toggle the image view on or off

**PRIORITY WANT & SELL LISTS / REPORTS:**

Priority Want & Sell lists give you a unique way of entering items into a want list. By default, any item that is inventoried is automatically removed from the regular want list. There may be times when you want to have a coin in your want list even though you already have a copy of that coin. The PWL icon on



the tool bar allows you to create a separate want list from the regular want list. You can add & remove items from the PWL at any time. Similarly, the Priority Sell List (PSL) works the same way. PSL & PWL reports allow you to easily track what you have placed in these lists.

### **FILTERED COIN ENTRIES/SEARCHES:**

Using the INVERTED triangle icon (first one in the toolbar) will allow you to filter your coin entry searches so that ONLY the relevant coin types are displayed. For example, if you want to find criteria for 1 cent coins, all other criteria that are NOT relevant to 1 cent coins are remove from the displayed list making it easier to find your coins

### **MERGE TWO FILES:**

EzCoin allows MERGING of two files into one. This allows you to merge the contents of 2 files together. Helpful when you have 2 computers or two people inventorying the same collection. You can also have 2 people working on inventorying a collection. One person does pre-1950 coins, the other does the post 1950 issues. When you are done, you can merge the 2 files into one to have a complete inventory of the collection.

### **eLook / (eBay & BidStart WebSearch):**

Use this handy tool to quickly locate any coin on the internet. Just hit Ctrl+E while running EzCoin. eLook will search eBay (the most popular coin auction site) to quickly locate the coin. Our highly selective search filters will only show you the relevant matches.

### **RAPID Multi ENTRY (RME):**

The Rapid Entry feature has been greatly enhanced to allow rapid multi entry of any field available in EzCoin. You can perform rapid entries by entering a range of valid Scott #'s. Go to the Edit Menu & select Rapid Multi Entry. You can enter a range of sequential entries all in a matter of seconds. If there are entries in the range that you do not want, you can just recall them & then delete them from your inventory. Options allow you to Append to existing records, Replace existing entries or skip existing entries.

### **DUPLICATE A COUNTRY:**

This allows the duplication of the currently opened country. Many users use this option to easily create a duplicate file for their children, wives or other family members to track their personal collections. This is easily accomplished (File Menu, Duplicate a Country). This option will set up an empty duplicate country file for you to track another collection.

**DUPLICATE A RECORD:**

This is a very powerful feature. By design, EzCoin consolidates any coin on one screen. It allows you to track multiple copies/varieties on the one screen. EzCoin allows you to have a duplicate record of any Coin . Say you have 10 copies of a coin but one of them is special in some way (error, double date ...). You could enter the 9 copies in one record & then create a duplicate record for the special one. This has many benefits. It will also allow you to individually track any coin if desired. You can duplicate a record by clicking on the Duplicate Icon in the Tool Bar or go to the Edit Menu & Select Duplicate. To duplicate a record, it MUST already be inventoried! Once a record has been duplicated, the STATUS BAR will show you the number of duplicate records for this coin type. All duplicated records will show a Purple DD icon in the Lower Left portion of the Status Bar.

**SPECIAL INFORMATION:**

EzCoin provides detailed images to help you determine varieties & errors. Click on the Special Information Icon on the Tool Bar (Si) to bring up special information. Try the following in the Canada file (10c 1953) or in the USA file, try 1c 1969. Many others exist! Use it to your advantage to easily discern between varieties!

**IMAGE COMPARISON:**

You can have images of 2 different coins #'s on the screen at the same time to allow easy image comparison (ie varieties, design changes). Just click on the Image Compare icon on the Tool Bar to compare images. Great for comparing varieties & design changes. You can also swap images with the one on the main screen.

**THUMBNAIL VIEWERS:**

Hit F12 or Ctrl or Shift or Alt+F12 to activate the appropriate viewer. This will bring up a viewer for up to 196 coins (14 x 14). Select a coin in the main screen & hit tab & the viewer will fill up. Left click on any image in the viewer to show it in the main screen. Double Click on any image & it will instantly retrieve that coin. Click on the arrows in the panel below the images to navigate the database. Alt+F12 will activate the viewer by Alt Cat # if you have built a cross reference file. F12 will activate the viewer by Denomination Order. Ctrl+F12 will activate the viewer by Year Issued order. The viewer can also be resized to make the thumbnails larger if you have a large screen by drag sizing the window.

**BACKUP & RESTORE:**

Compressed Backup & Restores are built in to EzCoin. EzCoin has a built in ZIP compression routine to safely backup & restore your data as well as important EzCoin settings & files. Backups are very easy, and are invaluable should your system or hard disk crash. Backup often and keep multiple copies of your backups. We recommend at least one back up be on removable media such as an external drive of some type (flash drive / memory stick). To RESTORE a file in EzCoin, you MUST first close all files by clicking on File, Close. The Backup & Restore are accessed via File, Country Datafile Utilities. Please note that Backups CANNOT be written to CD/DVD's directly. Important **EzCoin backups are made up of 2 files (a \*.cfg file & a \*.zip file). BOTH FILES ARE REQUIRED to restore data. If you are manually copying/moving your backups, you MUST be sure to get both the CFG & ZIP files together!**

### REPORTING OPTIONS:

All reports in EzCoin are first presented on screen & then you can print them if you like. Multiple filter methods are presented in all reports to allow you to select exactly what you want to report on. Reports in EzCoin are VERY flexible and can be presented in many ways (spread sheets, thumbnails). Many options are available in the report viewer. You can remove any column from any report, you can add columns to supplied reports and create any new report. You can preview ALL reports on screen prior to printing them. A very handy report is the Grand Totals report which accumulates data for all countries where you have inventoried coins. You can sort any report by any column by simply left clicking on the column header (label).

### CUSTOM REPORTS:

All reports can be customized. You can delete any column in any report that you do not want to see. You can also sort any report on ANY column. This allows you to easily see what the most expensive coin is, or which coin you have the most of as an example. You can also print only portions of a report once it has been generated. You can create a copy of any supplied report & modify it to suit your needs. Brand new reports can be easily created from the Report Profile editor.

### POWER SEARCH:

The Power Search is available from the Search Menu or Ctrl+Q . This search allows searching of ALL fields & records in the database. You can use the following operators to search : = , < , > , <> , <= , >= , CONTAINS , DOES NOT CONTAIN . Think of the power you now have. You can search for multiple criteria for any Coin ! The possibilities are endless. Once the search is performed, you can show the results in a Report Viewer spreadsheet or view

them in the Thumbnail Viewer. The Power Search thumbnail viewer works the same as the other thumbnail viewers. Power searches can be used on Supplied Data, Inventoried data or both! We URGE you to use this POWERFUL new feature

### **MY IMAGES WON'T SHOW UP ANYMORE!**

This can happen if you do not have the correct EzCoin CD inserted. This can also happen if your CD ROM drive letter has changed. You can set your CD ROM drive letter via Options, Preferences. If you do not know what letter is assigned to your CD ROM, then insert the EzCoin CD & go to MY COMPUTER to see what it is! **We suggest that images be copied to your hard drive via the Utility, Image File Copy function. This will greatly enhance speed & will protect your CD's from scratches & damage.**

### **CUT & PASTE IMAGES:**

You can now easily cut & paste images into EzCoin from the clipboard. Simply put the image into the Windows Clipboard then in EzCoin click on the Image Link Icon. It's that simple!

### **SCREEN RESIZE:**

If you do not want EzCoin to run as a full screen application, simply resize the program window to your liking. The setting is automatically saved so each time you run EzCoin the new window size will be remembered. EzCoin will also recall the program window location on your desktop as well as other screen settings within EzCoin. Very useful if you want to have 2 programs visible at the same time.

### **COPY IMAGES TO DISK:**

EzCoin has a built in utility to COPY the images from the CD to your hard disk (Utility Menu, Image Copy) to increase speed and to remedy the issue of having to swap CD's all the time if you purchased more than one of our CD's. You will still be bound by the copyright & licensing restrictions of the images we supply. **ALL EzCoin IMAGES ARE INTERNALLY MARKED. YOU CANNOT SEE IT, BUT THE MARK IS THERE. WE DO THIS TO PROTECT OUR HARD WORK FROM OTHER DEVELOPERS WHO HAVE ATTEMPTED TO USE OUR IMAGES WITHOUT A LICENSE. ALL VIOLATIONS WILL BE STRICTLY ENFORCED. NO EXCEPTIONS.**

### **EZIMAGE:**

Our new program to help with your image processing. EzImage can automatically separate images, auto-rotate & auto crop. FREE DEMO from <http://www.pcvu.com/ezimage>

### **EZSTAMP:**

Our Stamp Inventory Software that is unsurpassed in ease of use and functionality. Get your FREE DEMO from our website at [www.ezstamp.com](http://www.ezstamp.com) .

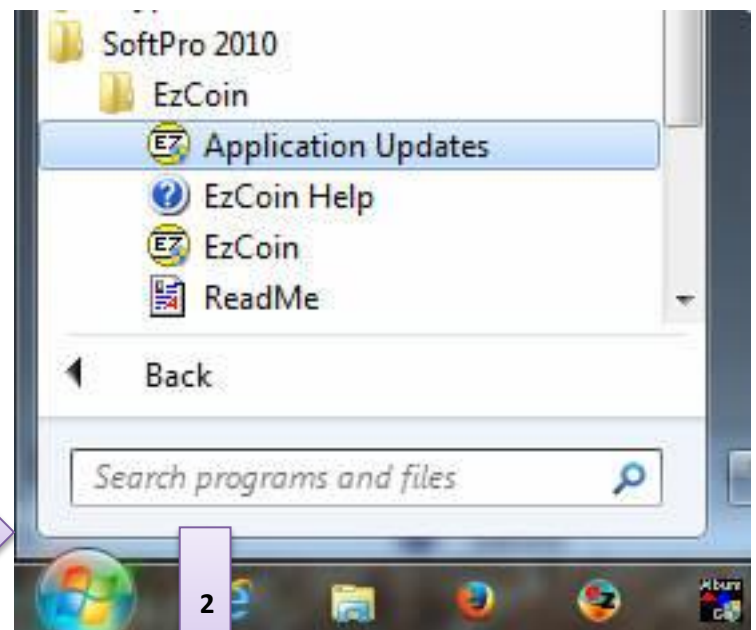
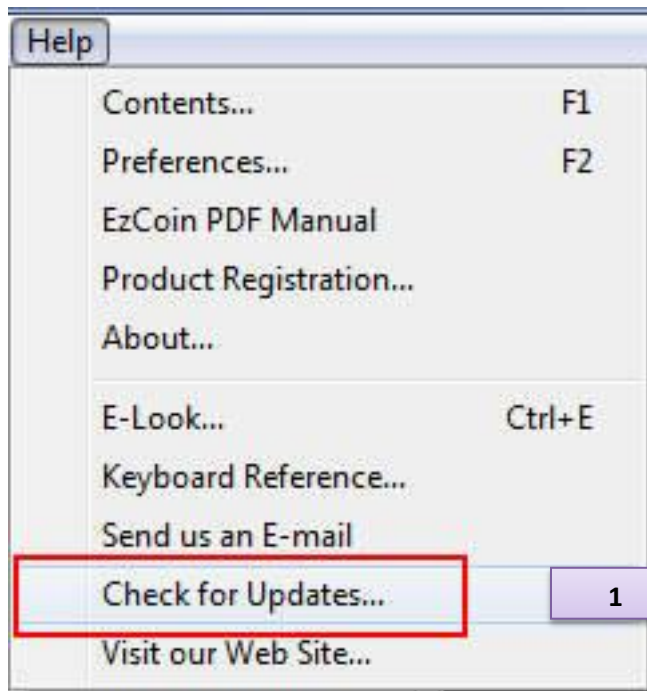
### **COINS FOR SALE:**

SoftPro purchases many Canadian & US coins each year. We resell these coins at 10% below our cost. If you wish to order any particular coin, just visit our website or give us a call at 705-254-6201. We also have better singles & sets available on our site at <http://www.EzCoin.com/EzCoin/cfs.html>

## Importing Your Data From A Prior Version of EzCoin

Please follow these steps carefully to import your data from EzCoin v1.02 (2014.08.01)

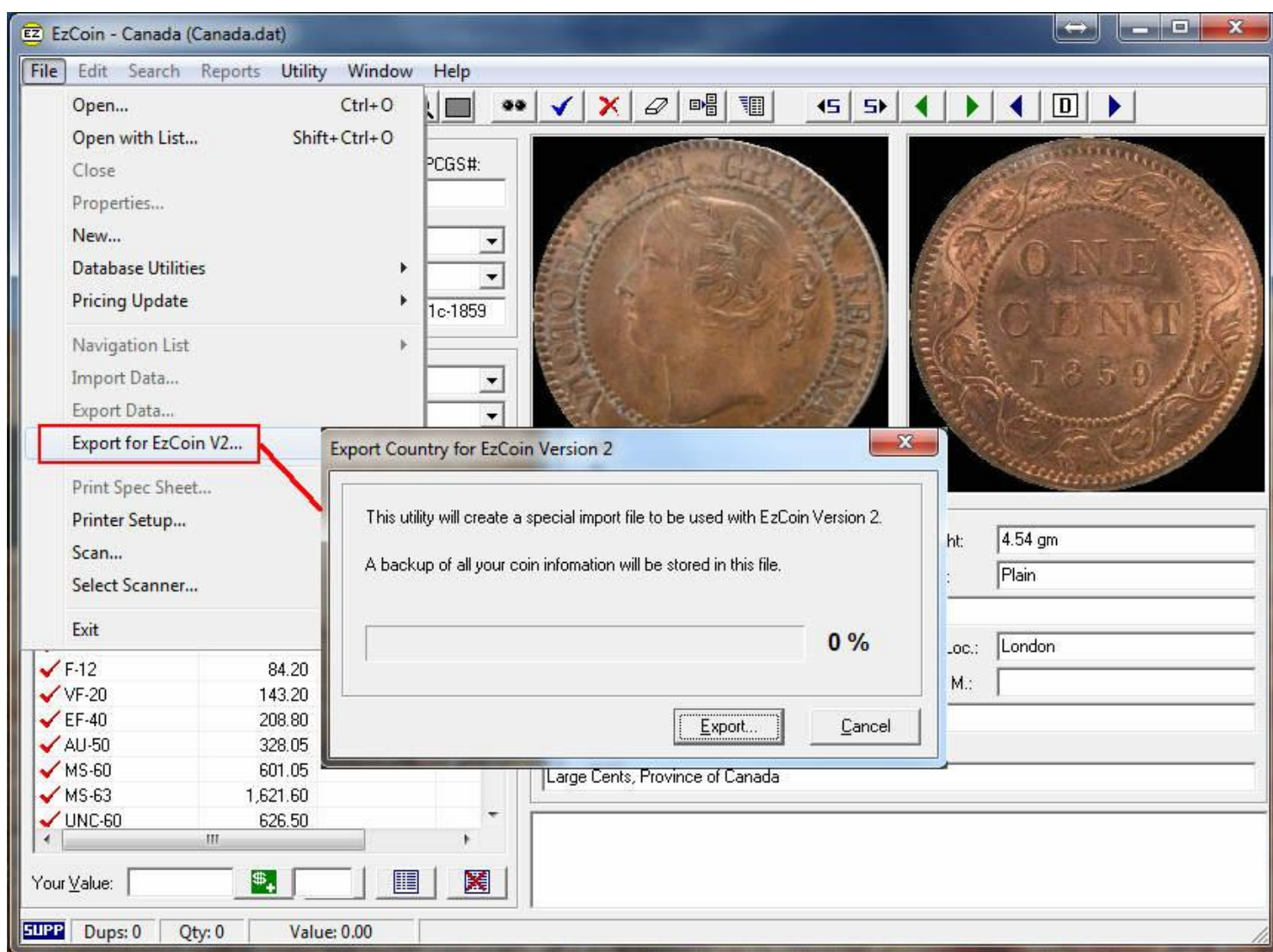
1. First, you must install & activate the new EzCoin v2.0 on your PC. EzCoin v2.0 will run on 32 & 64 bit versions of XP, Vista & Win 7, Win 8.1
2. Next, you must **export** your data from EzCoin v1.01 in this way:  
You must download the latest version of EzCoin v1.02 by starting EzCoin v1.0, go to the help Menu, & select Check For Updates. Close EzCoin v1.0. Once downloaded, go to Start, All Programs, SoftPro 2010, EzCoin, Application Updates, Select the **EZC\_20140801.upd** and apply it. Please refer to the screens shots below to guide you.



3. Once the update has been applied, Open a country file that you want to export the data for then select **File, Export for EzCoin v2.0** & export the data. The Exported files are ALWAYS placed in the **ExpEz2** folder (if it does not exist, the system will create it for you).  
ie. **C:\SoftPro2010\EzCoin\ExpEz2**

Exported files will have an extension of \*.ez2 . You will use this file to import the data into EzCoin v2.0. Type in a file name  
ie: 2014-12-06EzCoin-CDN-v1-to-v2.

For each Country that you have data entered into that you wish to import into EzCoin v2.0, you MUST first EXPORT the data in EzCoin v1.0

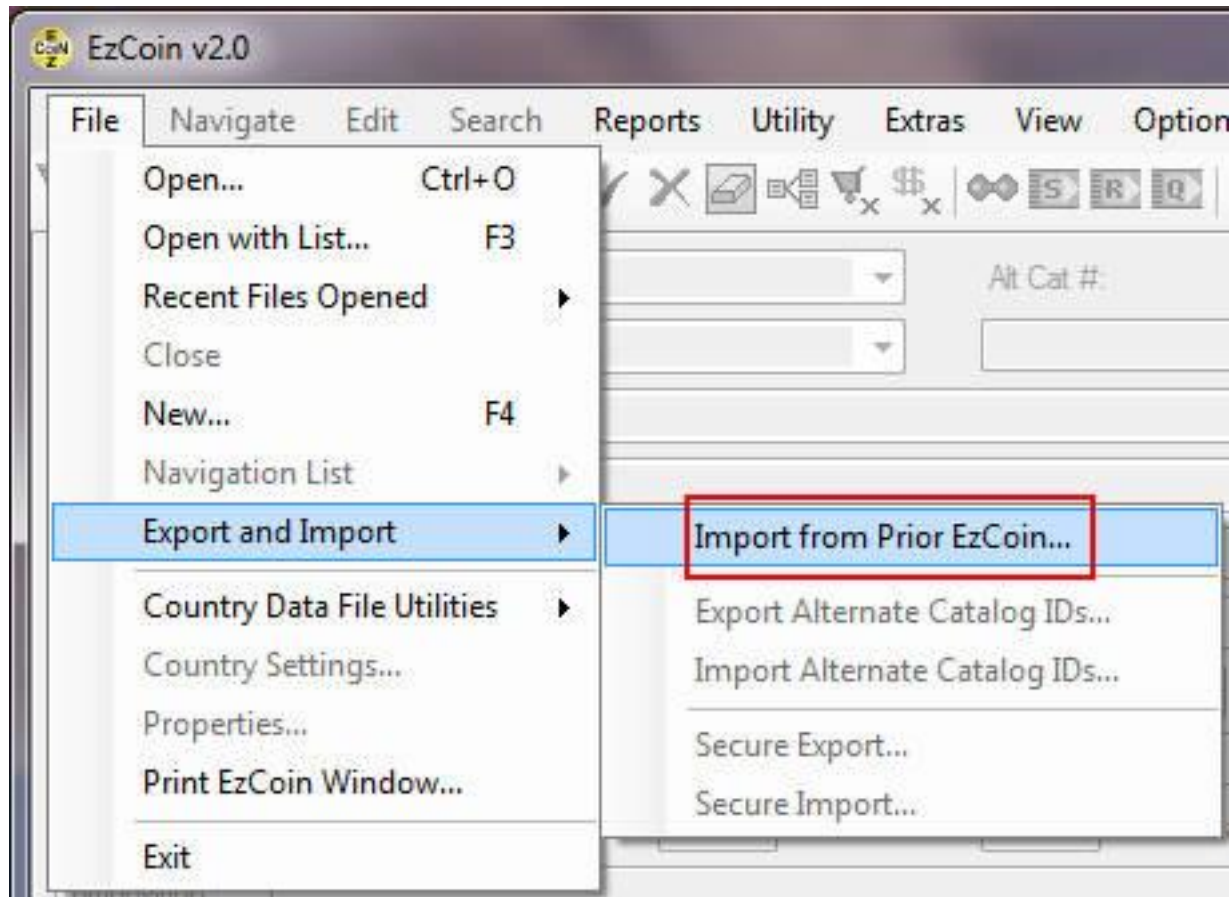


If EzCoin (v1.0) is not on the same computer, then you will have to migrate the \*.ez2 file onto the new PC (you can copy the file(s) on to a flash

drive/memory stick or any other way you have of getting the exported files onto the new PC)

4. Now start EzCoin v2.0 to import the data.

Select the File Menu in EzCoin v2, then select 'Export & Import', then 'Import From Prior EzCoin' to populate the data into an existing country file.



Use the **Open File** button to browse for a version 1 export file (\*.ez2). Search for the Custom Image File Location ie: C:\SoftPro2010\EzCoin\Canada. If the archive contents are validated without error, the following information is displayed at the top:



Import Country from EzCoin Version 1

Country Name: Canada

Description: Canada 2011 Database

Original File: Canada.dat      Inventoried Records: 1,623

How to copy the coin Location field in new EzCoin:

Main Location and Grade Locations     Main Location Only     Grade Locations Only

Link this country with pre-supplied data if available     Copy user values to market values if empty

Copy custom images to EzCoin Version 2

Custom Image File Location:  
F:\Images\EzCoin1

Pre-Supplied Source: CANADA.SDF

New File Name: CANADA.SDF

New Description: Canada 2011 Database

Open File...      Import      Cancel

CANADA

- Name of the country of origin
- The country file description
- The original EzCoin version 1 data file the export was created from
- The number of inventoried coin records

Below this information are some import options.

Location Copy	EzCoin version 2 contains location fields for both the primary coin record and for individual grades within the same coin record. When importing the location field, you will need to indicate how this field is copied.
Link Pre-Supplied	If the country of origin can be referenced to any installed pre-supplied country in EzCoin version 2, then entries will appear in the pre-supplied dropdown list and the pre-supplied checkbox option will be enabled and checked by default. Uncheck this option to create a custom country. If no pre-supplied data can be matched based on country name, you will not have any linking option.
Copy Custom Images	Check this option to copy all custom images from version 1 of EzCoin to version 2. Note that this feature is just a simple shortcut to physically make copies of all image files

	<p>from their version 1 location for version 2. You will need to set the path for version 1 images if you choose this option.</p> <p><i>Please read the section at the end of this help topic regarding image links between version 1 and 2 of EzCoin.</i></p>
Market Value Assignment	<p>Unlike EzCoin version 1, you are permitted to define or change a market value for any grade, with the understanding that any pre-supplied value from SoftPro could potentially replace it on a data patch.</p> <p>Since many grades may lack pre-supplied values, the market value should be populated whenever possible, as opposed to strictly using the user value field. When you check this option, any user value will copy over to the market value for any coin grade <u>where a market value doesn't currently exist</u>.</p>
New File Name	The file name will be set based on the version 1 file name and/or the pre-supplied country file source. See the notes below on importing into an existing file versus creating a new file.
New Description	If you want to customize/change the description for this country, enter a new value in this field.

### (a) New Versus Existing Country

If you import into an existing version 2 country file, all customizations and inventoried information are discarded.

If you choose to install into a new country file, with the pre-supplied link option, all pre-supplied version 2 information will be merged with your inventoried coin data into the new file.

Note that you may not import pre-supplied version 1 coin data into version 2. EzCoin version 1 pre-supplied information is not compatible with version 2. If you need the pre-supplied version 2 data for a country, you will need to purchase the country file data with EzCoin.

### (b) Adding Version 1 Inventoried Data to Version 2 Data

If you have inventoried coin records to the target version 2 country file and wish to add version 1 data on top of this, you can't do this directly through the import utility. You will need to import version 1 data into a new country, and then use the country file merge utility to combine the 2 files together.

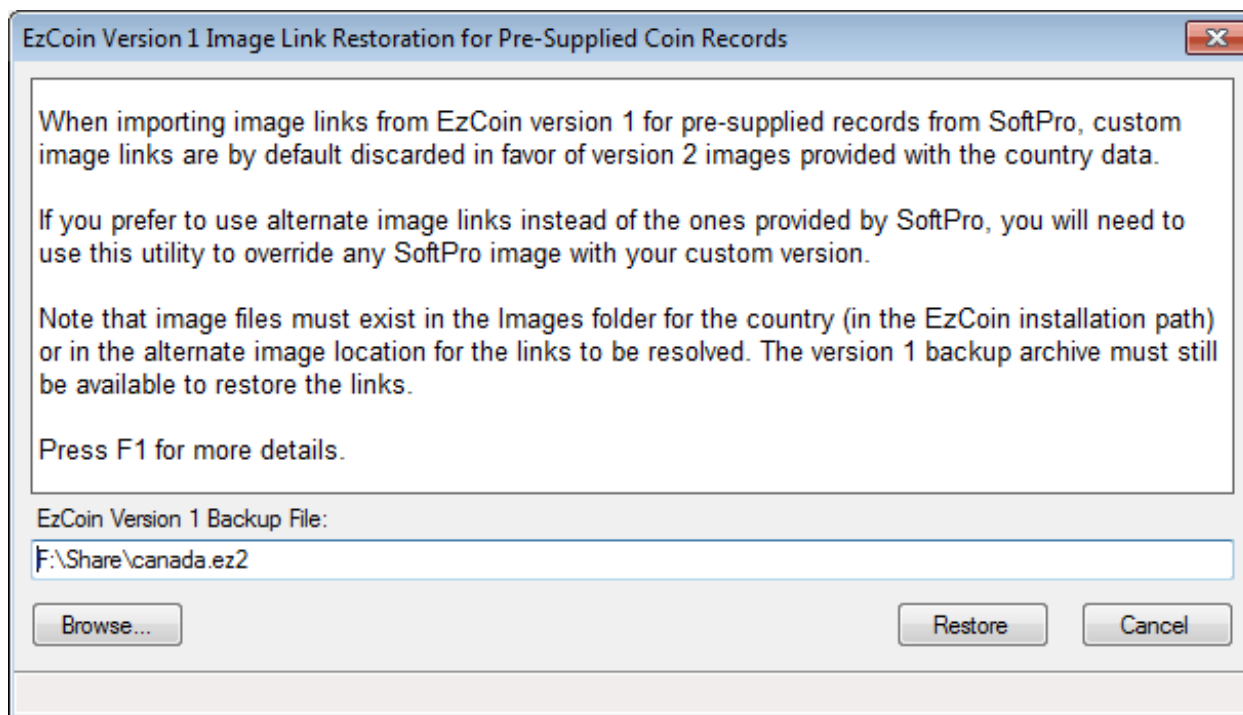
### Pre-Supplied Image Link Restoration

By default, image links (the file name references to images stored in a pre-supplied library from SoftPro or image files stored on your PC) for pre-supplied coin records will be set to EzCoin Version 2 file names.

This may produce unwanted results if you've overridden the images with your own custom versions. The ideal way to override pre-supplied images is to put files with identical names into the Images subfolder in EzCoin using the Image Link utility. EzCoin will always take a custom image file with the same name as a pre-supplied image.

However, if you used a different file name in version 1 of EzCoin, you will lose the custom link when using the import utility. For this reason, a separate Image Link Restoration option is provided (**File** menu, **Export and Import, Restore Image Links from Version 1**).

Make sure the country file is opened for image link restoration. Choose the menu option to see the following screen.



Use the **Browse** button to select a version 1 backup file (.EZ2 extension).

Click on Restore to restore all custom image links for pre-supplied coin records. Note that custom variety coin records will already have the correct image links and will be unaffected.

EzCoin will generate a log file of any restored links.

Note that you should have chosen the copy image files from the EzCoin Version 1 Import Utility, so that the actual image files will be located in the correct folder.

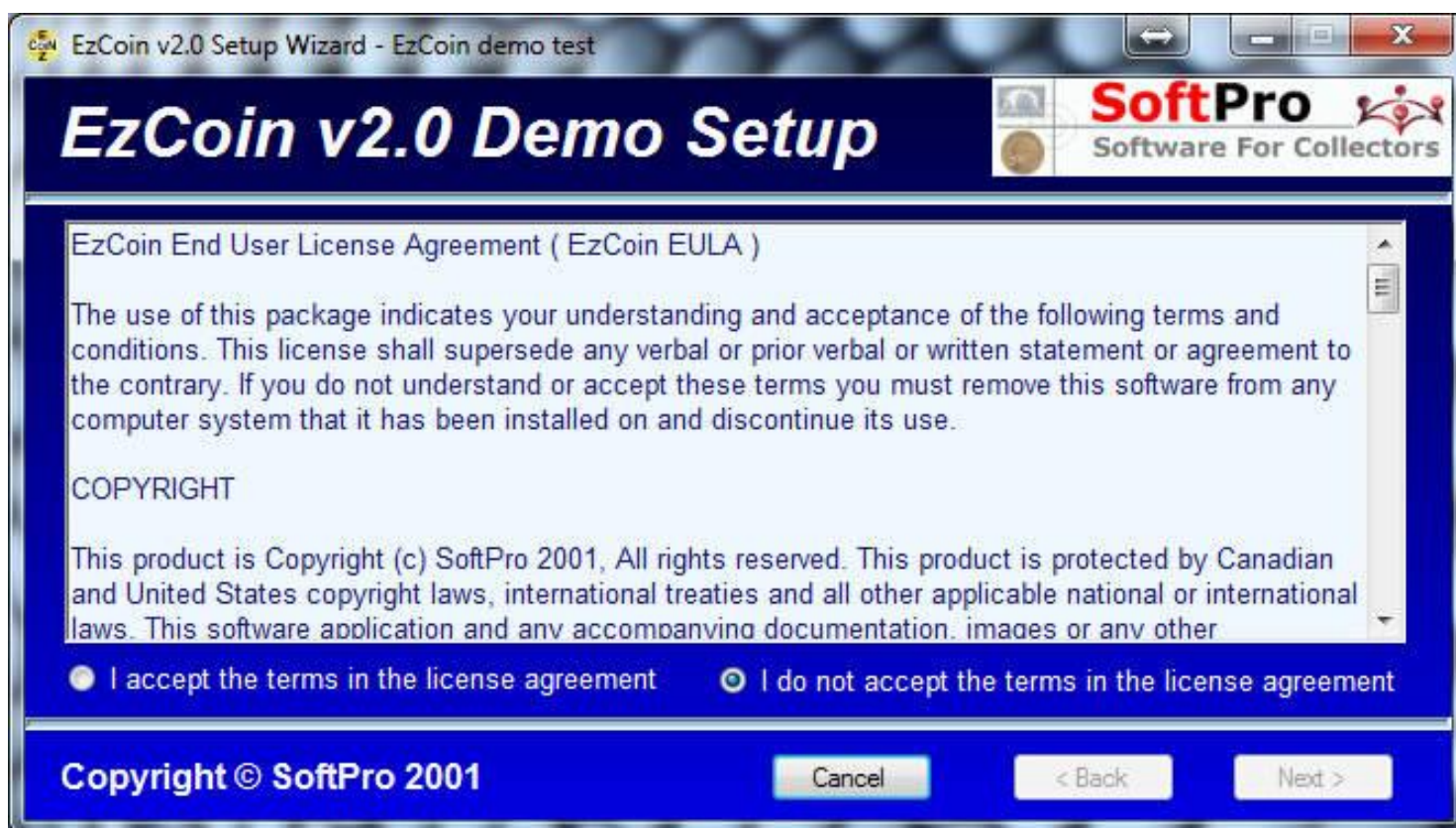
## Installing, Updating & Uninstalling

### FIRST TIME INSTALLATIONS:

The first installation of any v8.0 CD/download is fairly straightforward. Once the EzSetup.exe is run, you will see several screens as shown below. Not all screens will appear the VERY FIRST time you run an install. The very first install on your PC will always be a Full Install of the package. Subsequent installations & re-installations will offer you 4 types of installations.

**\*\*\* It is critical that you select the correct installation type. Choosing the wrong type can wipe out your data. Before you do any kind of installation, be certain that you have backed up your data to a location other than where the program is installed. We recommend that you keep a backup of your data on external media such as flash drives/memory sticks or external hard drives.**

The first screen will always be the License Agreement (EULA). You must accept the terms of the license to proceed.



Next, you will see a screen where you can select Where to install EzCoin to. We recommend that you accept the default location structure ie. `<DriveLetter>\SoftPro2010\EzCoin2`



You can safely specify any hard drive letter that you like, but leave the default location of `..\SoftPro2010\EzCoin2` as is. If you alter this default installation path, the next time you install new CD's or updates, it will be up to you to install to the correct location. By using the default location of `..\SoftPro2010\EzCoin2`, the installer will automatically install to the correct location.

There is a checkbox option named **Install Coin Images with Countries**. Each pre-supplied country file will contain an image file library (with a file extension of `.IMG`) which contains all of the pre-supplied coin images. This file can be copied to the EzCoin installation path (and will be stored in the Images subfolder) by checking this option. As EzCoin images are represented as JPEG images, the amount of extra storage space is minimal - it's recommended to keep this option checked, as it will improve performance when retrieving image information.

The next step will allow you to choose which country databases to install if you have purchased a CD with multiple countries. Simply check or uncheck the selections to suit your collecting needs.

If the installer detects a version of EzCoin is already installed on your system, you will see this screen below appear.

IT IS CRITICAL THAT YOU SELECT THE CORRECT OPTION. FAILURE TO DO SO CAN WIPE OUT ALL YOUR DATA. MAKE SURE YOU HAVE BACKUPS BEFORE YOU PROCEED WITH UPDATE INSTALLATIONS.



Each of the 4 options is explained below

- 1) Install new countries, update application files and update existing countries as needed.

This option will install new countries and update existing countries in EzCoin. It can also update the program itself (the exe) as well as other EzCoin support files. It will NOT delete any databases or settings in your existing installation. This is the default setting for all updates you purchase.

- 2) Perform a Clean Installation and preserve existing country files

This option will replace the EzCoin program and its support files. It is similar to a FULL NEW install except that it will NOT delete any of your databases or inventory data. It WILL restore ALL EzCoin settings back to default (ie. Preferences will be set to default, reports will be replaced with defaults). Any new countries on the CD will also be installed for you.

- 3) Perform a FULL EzCoin installation & REMOVE ALL Application & Country files.

This is a complete NEW install and will DELETE ALL country files (all your inventory data for all countries will be deleted) for ALL CD's you have installed previously. There is NO way to recover from this option unless you have valid backups of all your data in a location SEPARATE from where the program is installed. As indicated before, *be certain that you have backed up your data to a location other than where the program is installed. We recommend that you keep a backup of your data on external media such as flash drives/memory sticks or external hard drives.*

In essence, this is the same as performing an UNINSTALL and then a re-install of the current CD.

#### 4) Remove EzCoin from your PC

This option will completely remove all traces of EzCoin from your system. EzCoin does not use Windows Add/Remove Programs from Control Panel to uninstall. EzCoin has its own uninstaller on the CD.

Obviously, this option will DELETE ALL country files (all your data for all countries will be deleted) for ALL CD's you have installed as well as delete the program from your system.

The final step for a first time install will create desktop shortcuts for you as well as bring up the Read Me file with last minute notes that may not be available in the manuals. We suggest that you at a minimum read the readme file. You can also print it for a permanent record.

## How do I ...

### Can I track multiple collections ( i.e. my wife & I have separate collections )?

**YES.** EzCoin allows you to Duplicate any database so that you can keep separate files for each member of your family. Just go to *File, Country Datafile Utilities, Duplicate Country*. You can also use this feature to keep track of your own multiple collections. Some collectors prefer to track their circulation & bullion coins in separate files. It all depends on you & how you collect. EzCoin gives you the **flexibility & power** to do what you want!

### Can I inventory countries that you do not have databases for right now?

**YES.** With EzCoin, you can create any new country or database that we currently do not have. Just go to *File, New* & create your new database. You can also create topical databases where no catalogs or databases exist. This is

built into EzCoin. EzCoin, also allows you to easily add your own images for these newly created databases.

## How Do I Add Coins Not listed in the Supplied Databases

### Saving Custom Varieties

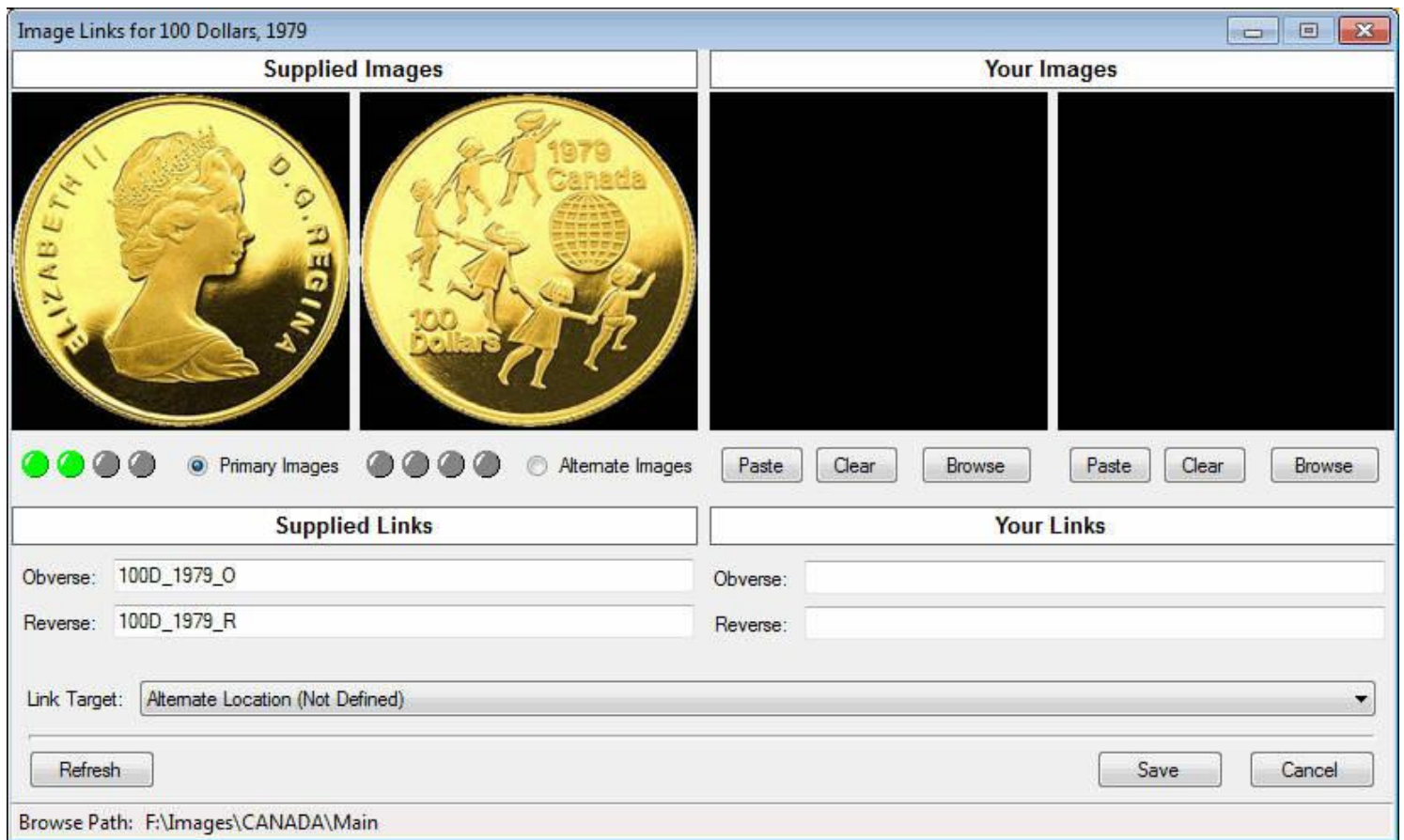
To save any coin under a custom variety, call up any supplied record and modify any of the 5 key fields to form a unique combination that doesn't currently exist OR just enter any new data in the 5 key fields. Then click the blue checkmark button to save the record. This will display a dialog window.

You will be asked to confirm the record as a main variety or sub-variety, after which the record will now be marked as a custom type, even if it was based on pre-supplied data. If any pre-supplied data existed, it will now be treated as custom information and no longer associated with pre-supplied data updates from SoftPro

## Can I use my own images instead of the ones you supply?

**YES.** EzCoin allows you to scan in your own images & link them up to the databases in several ways. You can override the images we supply & display YOUR scanned coins. You can also add images for coins not listed in EzCoin. There are no limits imposed by EzCoin.





You simply scan in your images & save them in each country's sub folder. This is explained in detail in the manual. We have developed an Image Editing program (**EzImage**) that is specifically designed for coin collectors. It is very user friendly & works with EzCoin.