

THE WORLD'S #1 SOFTWARE FOR MANAGING COMIC COLLECTIONS

# COMICBASE

## EXPRESS EDITION

INCLUDES A YEAR  
OF **FREE**  
PRICE UPDATES!



Contains information and current pricing on over 275,000 comics, plus over 5,000 comic covers, in a powerful database capable of managing even the largest collections.

**COMICBASE™ EXPRESS USER GUIDE**

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# WELCOME TO COMICBASE EXPRESS!

Thank you for purchasing ComicBase Express. The new ComicBase Express lets you easily track the essentials of your collection with a built-in database of over 275,000 listed comics, current prices for each issue, over 5,000 full-color cover images, and free, downloadable, weekly content updates!

ComicBase Express will give you information on what each title is about, tell you how it relates to other titles, and help you keep track of what comics you have in your collection. You can use ComicBase Express to generate title reports, collection statistics, create price labels, or print issue checklists.

We've combined our research with that of *Comics Buyer's Guide* to cover over 20,000 comic titles, from indie releases to major publishers like DC and Marvel, with new titles and issues added every week as they are released.

## WHAT YOU SHOULD KNOW BEFORE USING THIS GUIDE

This user's guide assumes you know the basics of using your computer. For example, you should know how to:

- Use the mouse and keyboard
- Know how to click and drag with your mouse
- Choose from a menu
- Copy files and disks

If you are unsure how to perform these tasks, consult the User's Guide which came with your computer.

## INSTALLING COMICBASE EXPRESS

1. Exit any Windows programs you are running. **This is important:** running programs can prevent ComicBase Express from installing properly.
2. Insert the ComicBase Express Program Disk into your CD-ROM drive. The ComicBase Express launcher program will start automatically (double-click the Launcher.exe file if autostart is disabled on your computer).

### A PRIMER ON COMICBASE TERMINOLOGY

The following is a list of key words used in this manual.

**Title** is the name of a comic book series. *Action Comics* is a title. Within this title, there have been over 800 issues.

**Issue** is a single installment of a title, usually with its own number. Examples are *Action Comics #23* or *The Amazing Spider-Man #42*.

**Comic** is a generic term for a comic book. For instance, if you have two copies of *The Amazing Spider-Man #42*, and one copy of *Bone #1*, you have three comics.

**Indicia** is the name of the paragraph containing the copyright and publication information of a comic. The indicia is usually located on the inside front or back cover of a comic. It is also where the title's real name is listed.

**Cost** is the price you paid for comic.

**Value** is what our research says is the current market value for an issue in a certain condition.

**Price** is the amount you wish to sell an issue for.

3. The InstallShield Wizard will guide you through the installation process.
4. Install Adobe Reader (used for viewing documentation).
5. After the program has installed, launch ComicBase Express by double-clicking the icon on your desktop, or choosing it from your Start Menu.



The first time you run ComicBase Express, it will ask if you're upgrading from a previous version. If you are, click Yes, then follow the instructions onscreen to transfer your collection data from your old version of ComicBase.

## LAUNCHING COMICBASE EXPRESS

When you first launch ComicBase Express, you will be asked to enter your name, your company's name (if applicable), and the unique serial number for your copy of ComicBase Express. You will find your serial number inside the ComicBase Express case and on your registration card.

## REGISTERING YOUR PROGRAM

Register your copy of ComicBase Express by using the **Internet** menu's **Register ComicBase Online** command or sending in the registration card which came with ComicBase Express.

You must register your copy of ComicBase Express in order to be eligible for technical support, upgrades, and other benefits!

## TECHNICAL SUPPORT

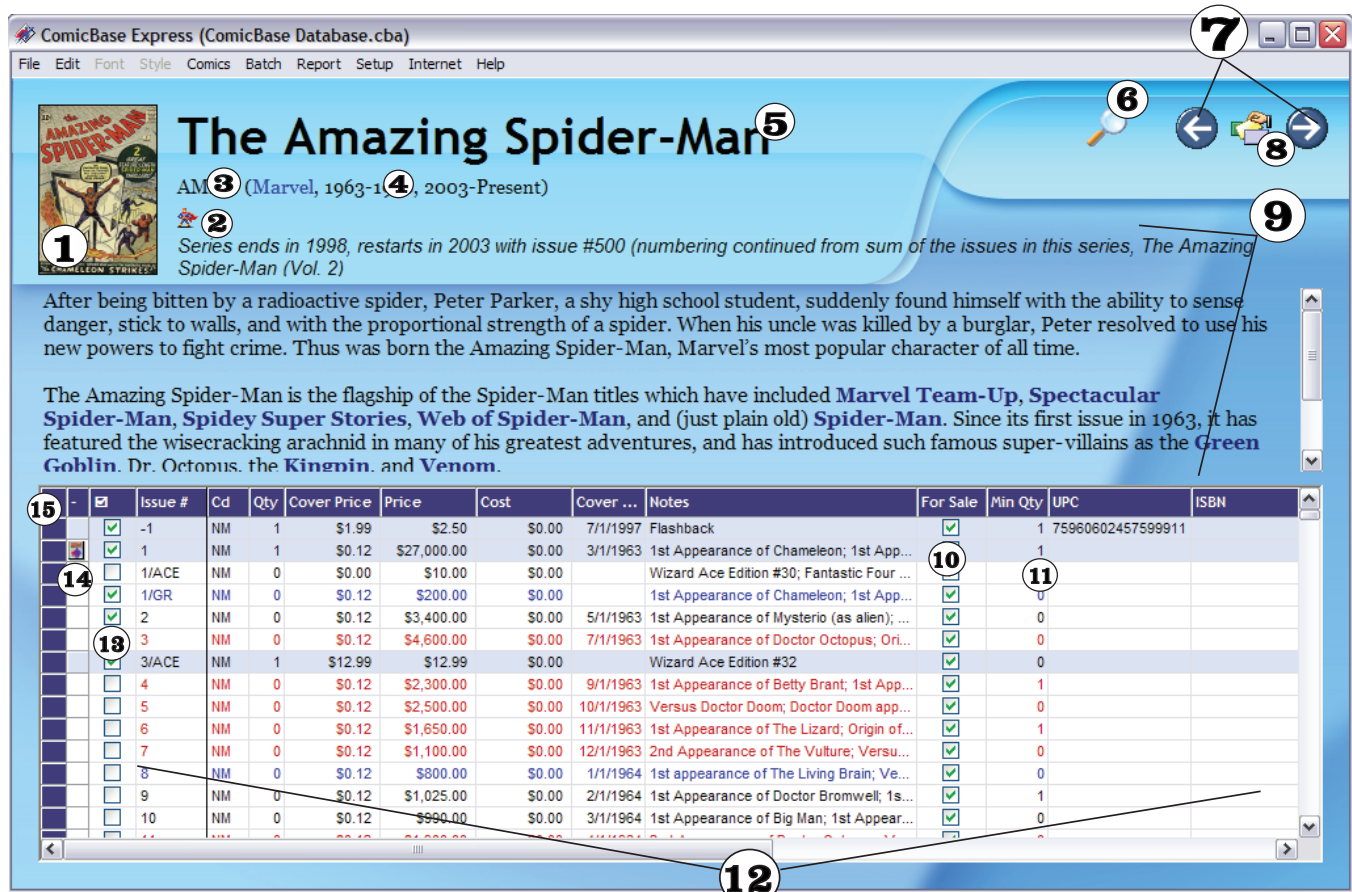
Many questions about how to use ComicBase Express are already covered in this manual. Additional program updates and bug fixes are also available for free online. Your purchase of ComicBase Express includes *12 free months of online program and pricing updates* starting from when you first activate the program. You can download both the program and pricing automatically by using the **Internet** menu's **Check for Updates** command.

If you have any questions that are not answered in this manual, a problem that cannot be solved by the latest update, or if you have suggestions for improvements/changes that you'd like to see in ComicBase Express, you can contact us at any time via e-mail to: **support@human-computing.com**. When contacting technical support, please include your registration number and a detailed description of the problem for the quickest possible assistance.

# THE BASICS

The following few pages will cover everything you need to know to get started with ComicBase Express, including how to move between titles, look up prices and issue details, find special comics, and more.

In the next section, we'll get into detail about how to navigate around and track your own collection in ComicBase Express. For now, let's take a moment, and get familiar with the main ComicBase Express window:



## 1. Cover Thumbnail

Shows a thumbnail preview of the selected comic's cover. If no image is available, then a publisher or default logo will be displayed instead. You can also drag and drop pictures from Windows to this thumbnail and ComicBase Express will automatically place your picture into this title's picture folder.



**2. Title Genres**

Displays icons designating the genres (e.g. Horror, Comedy) that this title features. (A full list of ComicBase genres and definitions begins on page 24.)



**3. Title Abbreviation**

Abbreviated title name assigned by ComicBase.

**4. Publisher Name & Years Published**

Name of the publisher and the years during which this title was published.

**5. Current Title**

Displays the full name of the series you are viewing. Right-click over the title to display options to print divider labels for this title, or search for this title online.

**6. Find Comics**

Allows you to search for comics by various criteria. You can use this function to quickly find comics by the cover date, artists, writers, storyline, or a publisher name that you've entered in the Issue Fields. See Finding Comics for a detailed description of of each search category.



**7. Title List and Navigation Buttons**

The Title List allows you to go quickly to any title in the database. Click on the file folder icon to bring up the Title List. Titles are listed alphabetically. You can begin by typing in the name of a title or by using the scroll bar to go up and down the list.

To view the next title in alphabetical order, click the arrow pointing right. To view the previous title, click the arrow pointing left. Right-click over either button to bring up additional navigational options.



**9. Title Description**

A brief write-up telling you what this title is about.

**10. For Sale**

Indicates that you may want to sell this comic in the future.

For Sale	Min Qty
<input checked="" type="checkbox"/>	0
<input checked="" type="checkbox"/>	0
<input checked="" type="checkbox"/>	0
<input checked="" type="checkbox"/>	n

**11. Minimum Quantity Retained**

If you have issues of comics that you want to sell, this field tracks the number of copies that you want to keep for your own use. For example, set this field to "1" if you only want to sell your duplicates.

**12. Issue Number, Issue Condition, Cover Price, & Other Fields**

These fields show the issue number of a comic as well as quantity in stock, information about special appearances, cover price, dates, barcodes, etc. Blue text indicates a drop in the value of the comic while red text indicates that the selling value of a comic has increased. Black text indicates that a comic's value has remained unchanged.

You can edit any cell in the issue field by double-clicking on the specific cell you want to change. Right-click on any field to bring up a list of options for managing your individual comics, such adding a new issue, deleting an issue you don't want, or using the internet to search for copies of that issue. You can also access these commands from the **Comics** menu.

Issue #	Cd	Qty	Cover Price	Price	Cost
-1	NI	n	\$1.99	\$2.50	\$0.00
1	NI				.00
1/A	ACE	NI			.00
1/G	R	NI			.00
2	NI				.00
3	NI				.00
3/A	ACE	NI			.00
4	NI				.00
5	NI				.00
6	NI				.00
7	NI				.00
8	NI				.00
9	NI				.00
10	NI				.00
11	NI				.00
12	NI				.00
13	NI				.00
14	NI				.00
14/A	ACE	NI			.00

You can drag the column headers either left or right to change the order of the columns. You can also resize a column or even shrink and hide it by dragging the column dividers left or right. (Right-click and choose Show Hidden Columns to unhide.)

### 13. Mark Issue Column

Use this column to note comics that are special to you in some way—e.g. they have sentimental value, or you want to remind yourself to purchase them.

(Note: marking an issue does not indicate that you own it—to do that, change the number of the quantity in stock to the number that you own.)

### 14. Cover Picture Icon

Shows whether or not a cover picture is available for this issue. Small image icons are red and blue, while high-definition, large image icons have a green plus sign over the icon. Holding the mouse briefly over the picture icon will automatically display the image. If a larger picture is available, pausing longer will zoom it to full size.



Small



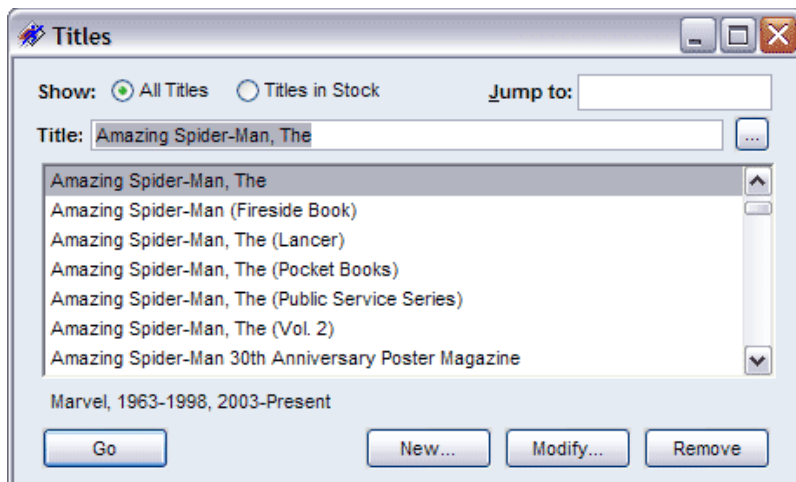
Large

### 15. Issue Selection Column

Click in this column to select issues. Information on the first issue selected will be brought up and displayed. (Select discontinuous issues by holding down the **Ctrl** key while clicking on all the issues you wish to select. You can also hold down **Shift** while clicking to highlight all comics within a range.)

## TITLES

Titles in ComicBase are listed by alphabetical order and can be accessed through the Title List, or by using the navigation buttons on the top right of the main window. The fastest way to find titles is to type in the first few letters of the name of the title into the Title List.



If you are having trouble finding a series you want, try typing in just the main part of the title name. Titles that start with “A” or “The” are indexed with the article at the end of the title. (Thus, *The Amazing Spider-Man* is actually listed as “Amazing Spider-Man, The”)

If you still can’t find the title you want, try a Find search. Just click on the ellipses (“...”) button above the scroll bar to start searching for the title.

### DID YOU KNOW...?

The Title List in ComicBase is not case-sensitive. It will find the correct title you whether you use in the correct capitalization and punctuation or not.

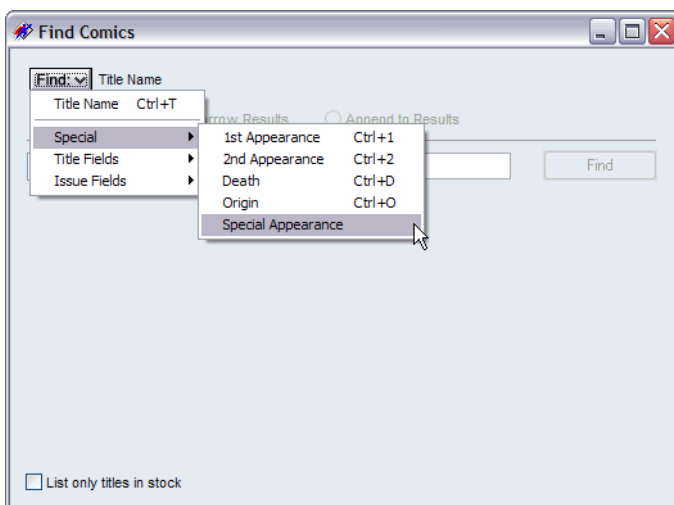
## FINDING COMICS

The **Find** command can be used to search for titles or issues of comics matching various criteria. This can range from all the titles with “spider” in the name, or issues in your collection worth more than \$50. It also has several special searches that allow you to locate a character’s first appearance, death, origin stories, and more.

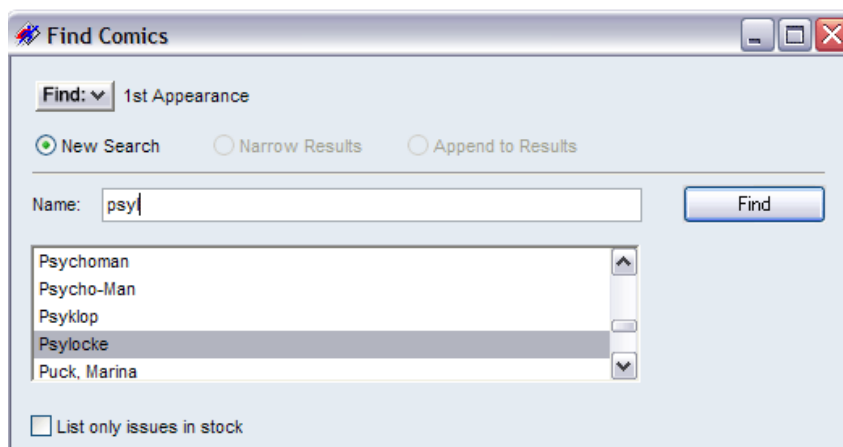
To find issues, click on the Find icon in your ComicBase Express main window (the one that looks like the magnifying glass). You can restrict any search to just the titles you own by checking the List Only Issues in Stock checkbox at the bottom.

### USING FIND

Select the category you want from the Find dropdown list. The selections are divided into Title Name, Special notes, Title Fields, and information available from the Issue Fields.



Many searches will show an indexed list, which you can move through by quickly typing the first few letters of your search. For instance, if you’re looking for the first appearance of Psylocke, you may only have to type “psyl” in the 1st Appearance find box.



Click on the **Find** button to start the search. When ComicBase finds the items that match what you’re looking for, it will bring up a list of those items. The list will remain onscreen until you close it, so you can view other issues or titles that matched your search criteria.



**TIP**

### Hot Key Shortcuts

Use these buttons on your keyboard to navigate your way quickly in ComicBase!

**Ctrl + T** Title List

**Ctrl + ]** Next Title

**Ctrl + [** Previous Title

## SEARCH CATEGORIES

The following is a list of all the search categories in ComicBase Express.

The first category available is the Title Name search. You can choose to search for a title by the exact name or by any word within its name.

Next, you can choose to search by Special Fields. These include:

- **FIRST APPEARANCE** finds the first time a character appeared in any title.
- **SECOND APPEARANCE** finds the second time a character appeared in any title.
- **DEATH** finds stories in which a character dies. (Whether he/she/it remained dead is another matter...)
- **ORIGIN** finds stories which tell how super-heroes (or villains) came by their powers, or found their calling. Origin stories are often repeated for popular characters, and sometimes revised for long-running characters.
- **SPECIAL APPEARANCE** will look for notable guest appearances by a particular character.

The third set of categories search for information under the Title fields. These are:

- **COMMENTS** let you find by title comments from the Title Detail dialog.
- **CUSTOM CHECK BOXES** finds *titles* which have the Custom check box checked.
- **DATE CREATED** finds titles by the date they were added to your ComicBase. This search is particularly useful if you're adding titles and want a list of the titles you've recently added.
- **DATE MODIFIED** finds titles by the date they were modified.
- **DESCRIPTION** finds a title by words in its description, such as "vampire" or "spoof."
- **DESCRIPTION DATE MODIFIED** finds titles by the date you changed (or created) the titles' descriptions.
- **GENRE** finds titles by which genre have been checked in the Title Detail dialog. If you check more than one genre checkbox, this search will only find titles that also have all those checkboxes checked. You can also search on custom genres you've created.
- **MARKED** finds titles which have the Mark box checked. This refers to the default Mark box in the Title Information dialog and should not be confused with the Custom check boxes also in the Title Information dialog.
- **MATURE READERS ONLY** finds any titles that have the Mature Readers Only checkbox checked.
- **PUBLISHER** helps you find all the titles from a certain publisher.
- **YEARS PUBLISHED** looks for titles based on their publication year. You can select a specific year or a range of years to search for.

The next group of searches finds items based on Issue information.

- **ARTIST** finds the issues which were drawn by a particular artist.
- **CONDITION** finds comics by the condition they're in, such as all your comics in very fine (VF) condition.
- **COST** finds comics in your collection by your cost, such as all comics you bought for less than \$1 each.
- **COVER DATE** finds comics by their cover date. Since some titles, like 2000 A.D., are published weekly, we use a month/day/year format. For instance, you can use it to create a list of issues published in March 1999 by entering 3/1/1999. Note that not every issue in ComicBase has cover date filled; you may need to add this information yourself.
- **COVER PRICE** finds comics by their original cover price. For instance, you can use it to find all the comics you own which had a 75¢ cover price. Note: ComicBase does not include cover price for every issue—you may need to add this information yourself.
- **CURRENT VALUE** finds comics in your collection by their current value—for instance, all comics worth more than \$100 each.
- **DATE MODIFIED** lets you search for comic issues by the date they were modified in your ComicBase. For instance, you could use this to find a list of all the comics you logged into your collection yesterday.
- **FOR SALE** looks for issues with the For Sale box checked in the Issue Fields.
- **MARKED** lets you find any issues with the Mark box checked.
- **MINIMUM QUANTITY (TO KEEP IN YOUR INVENTORY)** looks for comics that have minimum quantities you've designated to keep.
- **NOTES** searches the notes field for anything else that might be special about an issue, such as a costume change, a wedding, or information you've added, such as place where you bought it. When entering what you're looking for, be as general as possible. For instance, if you're looking for the issue in which Spider-Man donned a new costume, type in "costume" or "new costume."
- **PRICE** finds comics in your collection by your selling price, such as all comics priced more than \$50 each.
- **QUANTITY IN STOCK** finds issues in your collection by how many copies you have. For instance, if you want to find all the issues for which you own more than 2 copies, so you can sell off your overstock, you can use this search.
- **STORYLINE** finds issues based on the name of the story arc. It's particularly useful for finding crossover stories that run through several issues and, sometimes, through several titles.
- **WRITER** finds issues which were written by a certain writer.

## USING MULTIPLE SEARCHES

If you're looking for a comic that falls into more than one category, say, because you're trying to hunt down a particular issue from a certain time period and publisher, you may need to do multiple searches to find what you want.

Click the **Find** button again while the Found Comics list is still onscreen. The second Find dialog box will now contain extra options to narrow or widen your previous search results. This allows you to do complex searches, such as finding "All the Marvel Comics published after 1953 and before 1960." To narrow searches, just select the Narrow Results option. To widen searches, choose Append to Results in the Find dialog box.

Note that some searches (such as searching for a Publisher) will bring back a list of titles; others (such as searching for Quantity in Stock) bring back lists of issues. ComicBase Express will automatically do the right thing in this regard without requiring you to explicitly choose the table.

Occasionally, however, you may want to do a complex search which involves both title fields and issue fields. The type of data in the list will always correspond to the last type of search chosen. For instance, if you want to see a list of issues from Dark Horse comics which you have more than one of copy of, first search by "Publisher is Dark Horse", followed by a narrowing search for "Quantity in Stock is greater than 1." If you wanted to see a list of titles from Dark Horse for which you have more than one copy, do the Quantity in stock search first, followed by the Publisher search.

## HYPertext LINKS

Move between related titles and learn more about the world of comic books with ComicBase's hypertext links. If you click on any highlighted word in a ComicBase description, the program will take you to the related title. For example, in the description for Wolverine, the words "Uncanny X-Men" are highlighted in blue. When you click on the highlighted text, ComicBase Express will algorithmically find the matching title.

## INTERNET LINKS

Various features in ComicBase Express also connect you to comic information on the web. To make use of these features, you have to be properly configured for internet access. See the instructions that came with your computer for help in doing this.

Right-click on the name to link to the publisher's web page. If there is no link for a publisher, but you know the publisher's URL, you can create an internet link for it using the Setup menu's Publishers command.

The Internet menu also has links to the ComicBase home page, the online registration form, and the ComicBase Express updates page. Remember, you must register your copy in order to receive technical support, advanced notice of upgrades, and special prices on upgrades!

You can also use commands in the Internet menu to shop for comics on online auction sites, or to research a comic's recent selling prices.

## JUMP TO ISSUE

To jump to an issue directly from a long list of issues, choose the **Edit** Menu's **Jump to Issue...** command (or press and hold the Ctrl key while

### OTHER USES FOR FIND

You can Mark, Unmark, and Quick Change the issues you've found. Simply highlight the issues in the Found Comics list that you want to work with, and choose the appropriate commands from the Edit menu. This lets you do unique operations such as finding all Sabretooth appearances and marking them as "Wanted". See the chapter on Managing Your Collection for more information on using the Mark, Unmark, and Quick Change commands.

pressing “j”). This will bring up a small dialog box where you can type in the issue number you want to see.

The jump command is great for finding issues under long-running titles such as *Action Comics* or *2000 A.D.* ComicBase Express will take you straight to any issue you want—even if it’s under a different title than the one you’re currently viewing! Simply type or scan in the barcode from the cover of your comic into the Jump dialogue and ComicBase Express will take you to that exact issue.

And if your comic doesn’t have a barcode? You can also input the ComicBase Express barcode number from your comic identification label (see *Printing and Reports* for how to print this barcode) into the Jump to Issue dialog box.



### Hot Key Shortcuts

Use these buttons on your keyboard to navigate your way quickly in ComicBase!

**Ctrl + F** Find

**Ctrl + J** Jump to Issue

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# MANAGING YOUR COLLECTION

Because ComicBase Express comes built-in with information on over 275,000 issues, it makes tracking your own collection very simple and efficient—instead of having to fill in all the details of an issue yourself, most of what you'll be doing is just changing one or two fields in the data that is already there. (For instance, changing the quantity in stock from zero to one to indicate that you have an issue.)

ComicBase offers a variety of ways to modify issues, depending on your particular needs:

- **The Fastest Way to Enter an Issue:** To mark that you have one or more issues in stock, just highlight them in the Issues List and press the **1** key on your keyboard to indicate that you have one copy in stock (press **2** to indicate that you have two copies, etc.)
- **Entering Data Directly Into the Issues List:** This is useful for making quick edits to any field, such as to change a cost or price for an issue.
- **Using Quick Change:** to set the value of a given field for one or more issues (such as to indicate that you paid \$1 for issues 312-338 of *Captain America*).
- **Double-Clicking on an Issue:** This will bring up the Issue Detail dialog where you can change all the information on an issue.

## ENTERING DATA DIRECTLY INTO THE ISSUES LIST

Most information about an issue can be changed just by double-clicking on its field in the Issues List and typing the new information. Here are a few tips to make this even easier:

You can resize the field widths by clicking and dragging their boundary line to the desired width. If you don't want to see a given field, you can even drag its width up to nothing, hiding it. (Right-clicking in the column in the Issue List header will display these fields again.)

You can change the order in which the Issues List fields are displayed by clicking on a field and dragging to the left or right.

## QUICK CHANGE

Use the **Edit** menu's **Quick Change** command to quickly modify a single field for many selected issues—for instance, if you'd like to quickly change the selling price of *Spawn* issues #1-50 to \$3.00. Just select the issues you want and choose the **Edit** menu's **Quick Change** command. (You can select a discontinuous range of issues by pressing the **Ctrl** key while selecting.)



**TIP**

## ENTER ISSUES WITH JUST ONE KEYSTROKE!

The quickest way to enter issues in ComicBase is to select the issues you want and enter a number between 1-9 to indicate the quantity that you own. (Quantities greater than 9 will have to be added by editing the specific cell, or by using the Quick Change command.) ComicBase will then add that value to the Quantity field for all the issues selected.

For instance, if you had a copy of *Amazing Spider-Man* #129, you could simply select that issue, then change its quantity from zero to one to indicate that you own it.

---

You can also use Quick Change to modify comics you've found using the Find Comics command. This is particularly useful if, for instance, you want to search the entire database for comics by Neal Adams, then mark them as "wanted." After doing a Find Comics, just select the issues you want to change from the Found Comics list, then choose **Quick Change** from the **Edit** menu.

The Quick Change dialog will appear:



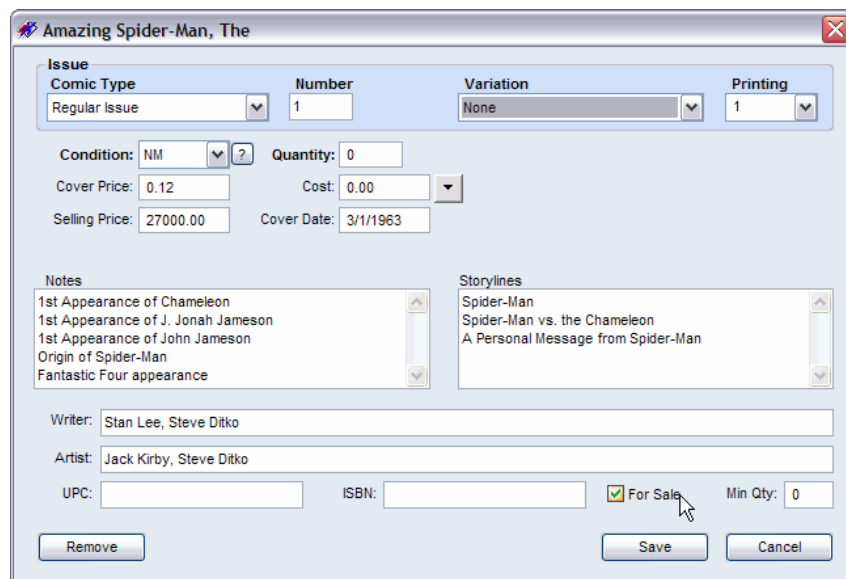
Choose the field you'd like to modify, enter a value, then click Save to change that value for all the issues you've selected.

Note that if you use Quick Change to add information in the Notes field for a range of issues, ComicBase will append your notes to any information that may be in the Notes field already.

You can add a new issue with all the information of the existing issues too. This is most useful when you have two copies of the same issue in different conditions, or when you're adding an issue that has mostly (or exactly) the same information as a previous issue).

## MODIFYING AN ISSUE'S DETAIL

If you'd like to see all the information about an issue at once, or perhaps want to change several pieces of information about an issue—such as its grade, price, notes, etc.—you can simply double-click on the issue, and you will be presented with the comic's Issue Detail dialog.



## COMIC TYPE

In addition to the regular monthly issues of a comic title, publishers sometimes release special comics such as annuals or holiday specials. ComicBase lets you enter these by choosing the appropriate comic type from the Comic Types dropdown menu. ComicBase lists numerous special types of comics, from trade paperbacks to special editions to 3-D and ashcan releases, and even swimsuit issues and giant-size specials. Moreover, you can add your own comic types to the dropdown menu through the **Setup** menu under **Comic Types**.

## ISSUE NUMBER

This is the issue's number which generally appears on the cover or in the tiny fine print on the inside first page (the comic's "indicia").

## ISSUE VARIATIONS

It has become an especially popular trend amongst publishers to print many variant covers for comics, in particular first issues (check out the 14 variant covers of *Gen 13* #1). If such a case arises, you will want to identify the specific variant that you own.

ComicBase lists most types of issue variations, including variant covers, gold, platinum, and silver editions, autographed copies, and more. You can add a variation to the variations dropdown menu by going to the **Setup** menu and choosing **Issue Variations**.

## PRINTINGS

Some popular comics are re-released in a second printing (or third, fourth, etc. These later printings are usually worth less than the first printing. If you have a comic that was part of a later printing, the Printing dropdown menu on the far right lets you select which printing it was.

## COVER PRICE

ComicBase will also fill in the cover price based on the previous issue, so for example, *Wonder Woman (3rd Series)* #2 will have the same default cover price as #1.

## GRADING CONDITION

Select the comic's condition from the Condition dropdown menu. Most undamaged, new comics are in what is known as near mint (NM) condition.

When the condition is changed, ComicBase will automatically update the selling price field to match the guide value for this issue.

## GRADING WIZARD

If you're unsure of the comic's grade, you can use the ComicBase Grading Wizard to help you evaluate the comic. You can access the ComicBase Grading Wizard in a couple of ways:

- 1) Simply click the question mark icon to the right of the Condition dropdown and the Grading Wizard will appear.
- 2) Or, you can use F8 on your keyboard to bring up the Grading Wizard.

Select the appropriate choices that describe your comic's appearance and the Wizard will give you an estimated grade for the comic according to accepted industry standards.

## QUANTITY

The Quantity field lists the number of issues you have of this comic.

## COST

Type the amount you paid for each comic in the Cost field.

ComicBase will automatically calculate the value for a single copy based on its condition in the Selling Price field. If you would like to sell your copies for a higher or lower price, you can override the value and type in the price you think is appropriate in the Selling Price field. This is the price that will appear on price labels and price lists.

If you normally buy your comics at a discount, you can also set a Standard Discount for new issues. Click on the dropdown arrow next to cost in the Issue Detail dialog to select a discount. ComicBase will remember and save this information as the default discount for all new comics entered.

## NOTES

Enter any special information not handled by the other fields into the Notes field. This may include a special character appearance, or reasons for the issue's grade. This information can appear on the issue's price label and in some reports. Use semicolons (;) to separate multiple annotations for the same issue, or put each on a separate line in the Notes field. For example, if you were adding *Asterix Bk 1* and wanted to note that it included the first appearances of Asterix and Obelix and gives an explanation of Obelix's strength, you would write "1st appearance Asterix; 1st appearance Obelix; Origin Obelix."

## STORYLINES

The Storylines field lists the names of the stories that ran in this issue. You can add your own entries into this column. This is particularly helpful for helping you locate reprinted stories, or for finding the different issues that comprise a multipart storyline such as *Knightfall*. If an issue has multiple storylines, put each story on a separate line.

## UPC AND ISBN

These fields can be used to track your collection using the publisher's bar codes.

## WRITER AND ARTIST

Use the Writer and Artist fields to enter in the writer and penciller for a particular issue. The information you enter here will appear on price labels, in price lists, and in writer and artist searches. If you want to list more than one writer or artist for a given issue, separate each person's name with a comma (e.g. "Neil Gaiman, Alan Moore.")

## MARKING ISSUES

Sometimes, it's useful to designate issues that are important to you in some way: for instance, comics you have up for auction, or comics which should be stored separately due to their high value. Whatever the need, you can quickly flag such comics using the Mark and Unmark commands.

Marked comics appear with a check mark next to them in the Issues View, and you can also use the Find Comics command to quickly get a list of any marked comics.

To mark one or more issues, select the issues you'd like to modify from the Issues View, Modify Issues, or Found Comics list. You can select a

**TIP**

## MAKING USE OF THE GRADING WIZARD

Can't tell the condition of your comic? ComicBase Express makes it easy to grade your comics with a built-in Grading Wizard!

Use F8 to bring up the Grading Wizard and choose what descriptions apply to your comic. ComicBase will then automatically evaluate the condition and even change the selling value of your comic to match the grade.

discontiguous range of issues by pressing the **Ctrl** key while selecting issues. Then, choose the **Edit** menu's **Mark** command to mark the issues.

To unmark issues, follow the same procedure to select the issues, then use the **Edit** menu's **Unmark** command.

## DUPLICATING AN ISSUE

If you'd like to add a new issue which is a duplicate of an existing one (e.g., a second copy of a comic in a different condition), select that issue and choose the **Edit** menu's **Duplicate** command. This will bring up the Issue Detail for the duplicate issue. You can change the issue number, condition, and any other field just as if you were modifying the original issue.

## ADDING NEW ISSUES

As new comics are released, you'll want to add them to your copy of ComicBase. Getting your new comics entered in ComicBase is now easier than ever. With your purchase of ComicBase Express, you also get free online downloads of all the newest issues and titles every week.

Why spend all that time typing when we've already done it all for you? Simply go to your **Internet** menu and use the **Check for Updates** command, or you can tell your ComicBase Express program to automatically check for updates by going to the Setup menu and choosing your **Preferences**.

Of course, you can still add in new issues of your comics by hand. To do this, go to the comic title in question and choose the **Comic** menu's **New Issue** command (Ctrl + N).

By default, the issue number shown when adding new issues will be the next regular issue in the sequence for the selected title. Thus, if you choose to add a new issue after Excalibur (2nd Series) #1, published in July 2004, ComicBase will add #2 as the next issue, and automatically record it as published in August 2004.

You can set a different issue number by typing in the Number field; if you're adding a range of issues, enter the first issue in the Number field and the last issue in the Through field. Any information you enter, such as condition, cost, and notes will be entered for all issues in the range.

## REMOVING ISSUES

ComicBase has information on thousands of issues, but as you'll notice, the quantity of each is originally set to 0 (indicating you don't have any copies of the issues in your collection). Most of the time, you'll want to leave the issue information in ComicBase because it's useful for finding a special appearance, artist/writer's work, or any other issue specifics. Keep in mind that you can restrict the list to just titles you own, so that you won't need to remove all issues permanently just to get a report of your collection.

However, you can also remove issue listings in ComicBase. Simply select the issues you want to remove, then right click and choose **Delete**. You can also remove an issue through Issue Detail by clicking on the **Remove** button at the bottom.

**NOTE:** If you are downloading updates from the ComicBase Express server, deleted issues will re-appear in your next ComicBase Express update.

### KEY WORDS FOR USE IN THE NOTES FIELD

ComicBase looks for certain key-words when it searches for special issues. When you add notes with these phrases, the entries are automatically added to the appropriate list in the Find Comics dialog.

**ORIGIN** or **ORIGIN OF** for origin stories

Example: Origin Spider-Man

**DEATH** or **DEATH OF** for death stories

Example: Death of Superman

**1ST APPEARANCE** or **1ST APPEARANCE OF**

Example: 1st appearance Dazzler

**2ND APPEARANCE** or **2ND APPEARANCE OF**

Example: 2nd appearance Cable

**APPEARANCE** for special appearances

Example: Lobo appearance

## ADDING NEW TITLES

If you happen to own a title which is not already listed in ComicBase, you may want to add in the title yourself.

### NAMING TITLES

Be aware that the proper title is not always the same as the name on the cover—in fact, it can be fiendishly difficult to determine the proper name for a title. ComicBase lists titles by what is called the “indicia” of a comic. The indicia is the paragraph containing the copyright and publication information of a comic, usually located on the inside front or back cover of a comic.

The screenshot shows a window titled "The Vigilante" with the following fields and options:

- Title Name:** Vigilante, The
- Publisher:** DC (dropdown menu)
- Title Abbreviation:** VIGI
- Copyright:** ™ and ©1984 DC Comics, Inc.
- Years Published:** 1983-1988
- Mature readers only
- Title URL:** (empty field)
- Title Comments:** (empty text area)
- Genres:**
  - Action-Adventure
  - Adult
  - Anthology
  - Anthropomorphics
  - Comedy
  - Crime
  - Drama
  - Fantasy
  - Horror
  - Licensed
  - Manga/Anime
  - Mystery
  - Non-Fiction
  - Pin-Ups/Art Book
  - Religious
  - Romance
  - Science Fiction
  - Sports
  - Super-Heroes
  - Underground
  - War
  - Western
- Marked
- Created:** 13-Nov-1994   **Modified:** 10-Jul-2003   **Description Modified:** 13-Nov-1994
- Buttons:** Remove,  Create picture folder, Save, Cancel

If a title begins with “The” or “A” or “An” put any one of that word at the end of the title, separated by a comma. For instance, if you were adding *The Vigilante*, you would enter it as “Vigilante, The” in the Name field. This way, ComicBase will list the title in alphabetical order under “V” (Vigilante) rather than “T” (The). If the title contains both an article and a colon, such as *The Trouble With Girls: The Night of the Lizard*, then move the article right before the colon and write the rest as it appears. Thus, the correct name is: “Trouble With Girls, The: The Night of the Lizard.”

### PUBLISHER

Next, select the title’s publisher from the Publisher dropdown menu. If the publisher’s name doesn’t appear on the list, type in the name of the publisher and press Enter. A dropdown will appear that will allow you to enter in the publisher’s information. If you have a lot of titles from a particular publisher not in the Publisher menu, you may wish to add the publisher to your list of publishers so that it appears the next time you add a title. Otherwise, uncheck the Add to List of Publishers box at the bottom of the dropdown.

## COPYRIGHT

You can type in the copyright information in the Copyright field. Usually, you'll find this information in the indicia of a title.

## YEARS PUBLISHED

The following line asks for the years a title was published in the Years Published field. This information will appear in the Title Description window. When adding years, separate year ranges with commas or hyphens to differentiate between different publishing years and consecutive publication years. E.g. "1979, 1985" or "1983-1988, 1999-Present"

## TITLE URL AND COMMENTS

ComicBase also provides spaces for adding title URL, title comments, and checkboxes for genre identifiers, which you can customize to add your own. If you enter a title URL here, the user can go directly to that title's web page by clicking on the title name.

You can enter title comments in the Title Comments field. ComicBase occasionally uses this field to note a publisher name change during a series' run, but you can use it to keep any notes you wish.

## MATURE TITLES

The Mature Readers Only box is for titles which deal with themes you believe are not appropriate for younger readers. Any title with this box checked will be removed if you go into the **File** menu's **File Tools** and choose **Remove Mature Readers Titles**.

## MARKING TITLES

The Comic Title dialog also lets you mark a title so that you can find it easily. Marking a title in ComicBase Express does not add it to your inventory.

## GENRE

Below the Title Comments field is a number of checkboxes to denote the genres this title belongs to. For instance, if you were adding a title about some zany astronaut rabbits, you might check "Anthropomorphic," "Comedy," and "Science Fiction." (See the ComicBase Genre Definitions on the next page for a full list.)

Icons for the checked genres will appear in the Title Description window. You can also go to the **Setup** menu and use the **Custom Fields** command to add your own genres. You can also search for titles by their genres, including custom genres.

## MODIFYING TITLES

To modify titles in ComicBase, open the Title List, highlight the title you wish to change, and click the Modify button at the bottom of the list. This will bring up the Title Detail box where you can modify the information for that entry.

## EDITING TITLE DESCRIPTIONS

The space below the picture box will generally contain a review for the series you are viewing. We've worked hard with the guys over at Comic Buyers Guide to bring you the most comprehensive encyclopedia of comics reviews available to date. But if you find any entry with no review, or you wish to add to the review, you can easily change the text by going to the **Comics** menu and choosing **Edit Title Description**. Or, you can submit

your own, credited description to Comicbase by clicking on the link. This will ensure that all future editions of ComicBase will have a description for the title.

When a Done Editing button appears above the text field, you can begin editing the description or add in a new one. If your description is too large for the description box, ComicBase will automatically add a scroll bar that lets you scroll through the description. Click Done Editing to stop editing.

### **BOLD, ITALICS, AND UNDERLINING**

The Style and Font menus on the main menu bar are only activated when you use the Edit Title Descriptions command.

You can make words in your title description appear bold, italicized, underlined, or as hypertext by making use of the Style commands from the main menu bar. Highlight the text you wish changed and select the command you want from the menu.

You can also change the font size of the description by using the Style menu bar. You can alter the type of font displayed by going to the Font menu and selecting the font you want to use.

### **CREATING HYPERTEXT LINKS**

ComicBase lets you link words in your description to other titles through a Hypertext command. To do so, highlight the name of the other title in your description and choose Hypertext from the Style menu. The selected text will be changed to blue. Now, whenever you click the highlighted words, ComicBase will jump to the next sequential title beginning with those words.

### **REMOVING TITLES**

Removing a title from ComicBase Express removes *all* of its information. If you only want to restrict a list to only the titles you own, it's safer just to click the Titles in Stock button in the Titles list.

To remove titles from your collection, first open the **Title List**, and in the dialog box that appears, select the title you want to remove. Then, click **Remove**.

NOTE: If you are downloading updates from the ComicBase Express server, deleted titles will re-appear in your next ComicBase Express update.

## **MANAGING MORE THAN ONE COLLECTION**

You and your son/friend/roommate/boyfriend/girlfriend can now keep your collections separate in ComicBase Express. To do this, choose the **File** menu's **New Database** command and create a new file. You can then switch between the different databases by using the **File** menu's **Open Database** command.

It's also a good idea to choose different colored backgrounds to keep track of your separate collections. You can change the color of a databases main window by using the **File** menu's **Window Color** command.

## **BACKING UP YOUR COPY OF COMICBASE**

Since your ComicBase Express contains important information about your collection, we recommend keeping at least one backup copy of your data.

This will preserve the work you've done should anything (such as a crash while writing to disk) corrupt your active copy of ComicBase Express.

By default, ComicBase Express will keep a backup copy in the ComicBase Express folder on your hard drive. If you want to keep your backup in another location, go to your **Setup** menu, and under **Preferences**, choose "Save all backups to folder" and specify where you want your back-up copy stored.

To protect your data in case of hard drive failure, we also recommend periodically transferring a copy of your database onto a CD or DVD, or creating a backup copy on a remote hard drive or removable media.

To do so, select the **File** menu's **Save a Copy** command. You can save your ComicBase onto any hard drive or onto removable media. The file will be called "Copy of ComicBase.cba"

If you only have a floppy disk, you can back up your data only by using the **File** menu's **Export Price List** command. (The ComicBase database is too large to fit on a floppy disk.) This will export only the issue information you've entered, which will fit on a floppy disk as a text file. This backup, however, will not include information such as: covers you've scanned in, descriptions you've modified, or custom grading and other custom fields.

## CHECKING FOR PROGRAM AND PRICE UPDATES

ComicBase Express comes with twelve months of free price and title updates. We also occasionally release minor bug fixes and enhancements to the program. To get these, use the **Internet** menu's **Check for Updates** command.

You can also set the program to check for updates every time the program launches, once a day, once a week, once a month, or never. Go under the **Setup** menu and select **Preferences**, then identify the frequency you'd like the program to check for updates. If you don't have internet access, or prefer to check for updates manually, select Never.

# PRINTING AND REPORTS

ComicBase Express can generate a variety of reports and labels, including price lists, price labels, and inventory reports for managing your collection. This chapter describes the various statistics and labels you will be able to print. You can see a preview of any report before you print it by clicking the Preview button in ComicBase's Print dialog.

## COMICBASE STATISTICS

You can ask ComicBase Express to report different kinds of information about your collection, such as:

- The cost and value of your collection
- The number of titles and comics you own
- The date of your last ComicBase update
- The date that your online pricing subscription will expire

To view statistics about your collection, go to the **File** menu, select **ComicBase Statistics**, and click the **Calculate** button. ComicBase will automatically tally the number of comics you own along with the total value of your collection when you do this. The report will list how many titles and comics you own as well as present the cost, value, and asking price of your collection all sub-totaled by publisher.

The screenshot shows the 'ComicBase Statistics' window. It displays the following information:

- Titles:** 22,987 (10 in stock)
- Total Comics:** 76
- Titles Without...** (input field)
- Pictures:** (input field)
- Descriptions:** (input field)
- Database Updated:** 26-Jan-2006
- Subscription Expires:** 08-Jun-2007
- Valuation Summary:**

	Total	Avg/Comic
Current Value:	\$27,589.14	\$363.02
Asking Price:	\$27,589.14	\$363.02
Cost:	\$0.00	\$0.00
Mark-Up:	\$27,589.14	\$363.02
- Message:** A new comics and pricing update is available
- Buttons:** Download Update, Renew Subscription...
- Publisher Breakdown Table:**

Publisher	Comics	Cost	Value	Price
Avalon	3	\$0.00	\$8.85	\$8.85
Dark Horse	13	\$0.00	\$38.35	\$38.35
DC	8	\$0.00	\$36.50	\$36.50
Fantagraphics	1	\$0.00	\$1.50	\$1.50
Gold Key	4	\$0.00	\$44.00	\$44.00
Image	37	\$0.00	\$437.80	\$437.80
Marvel	10	\$0.00	\$27,022.14	\$27,022.14
- Bottom Buttons:** List Titles, More..., Print..., Preview...

To see the specific titles that you own, highlight a publisher and click on the List Titles button. ComicBase will then generate a second report of all the titles you own under that publisher. If you'd like to see more details about titles with missing descriptions or pictures, choose the More button at the bottom of the Statistics dialog. Checking the Titles With Missing Descriptions or Titles With Missing Pictures box will let you know if (and how many) titles you have missing descriptions and pictures, respectively. These checks considerably lengthen the time for the Statistics Report to process, as they require the program to check every title in ComicBase.

Once the statistics have been calculated, you can preview the printout by pressing the **Preview** button, or print the statistics by directly by clicking **Print**.

You can also download program and pricing updates or renew your ComicBase Express subscription by clicking on the corresponding buttons in the ComicBase Statistics dialog.

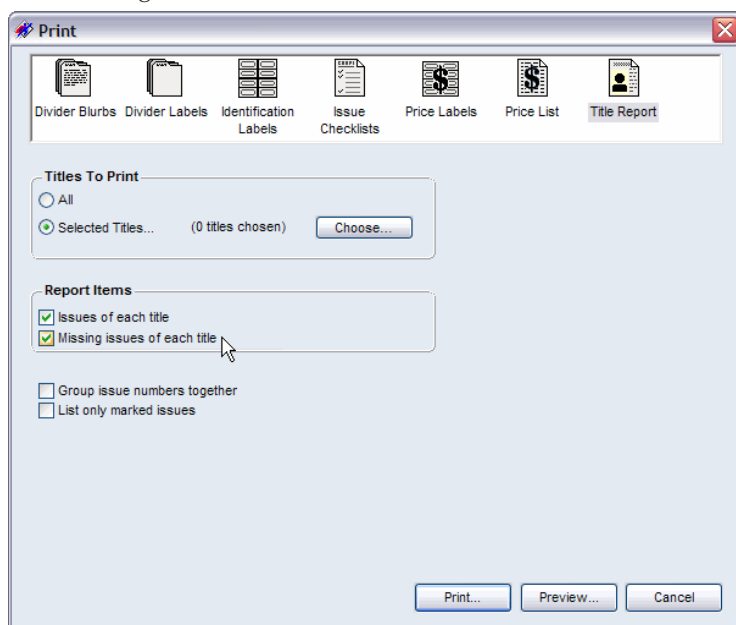
## PRINTING PRICE LABELS

You can use ComicBase to create price labels for each of your comics, or just for comics you own from specific titles. Each price label will show the comic's title and issue number, condition, price, and notes. The label will also show writer and artist credits unless you uncheck those listings in the Issue Listings box in **Preferences** (found under the **Setup** menu).

ComicBase can print to a variety of label types and sizes, including popular Avery labels and standard-sized labels from Dymo. The labels include a code that tells you when the label was printed. The first number in the code indicates the month the issue was entered into inventory (i.e. 5 for May), followed by an X, the day of the month the label was printed (i.e. 31 for the 31st day), and the last digit of the year the label was printed (i.e. 7 for 1997).

To print price labels for your comics, follow these steps:

1. Go to the **Report** menu and select the **Price Labels** command. You can also reach this dialog through the **File** menu by choosing **Print** and selecting the **Price Labels** icon from the top bar of the dialog box.

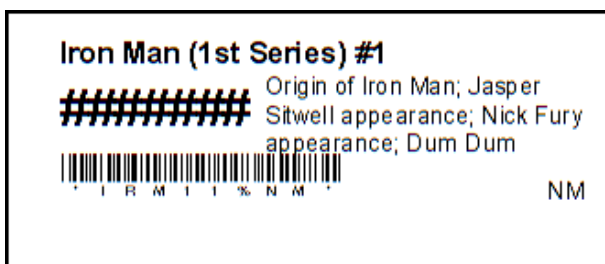


2. Select the type of price label you are going to use from the Label dropdown menu. ComicBase will automatically resize the price label text to fit the label size you select.
3. Select the titles and issues you want to print labels for.
  - a. To print price labels for all the comics in your collection, click the All radio button.
  - b. To print price labels for all the comics you own, but only for certain titles, click the Selected Titles radio button. A dialog box will appear which lists the titles in ComicBase Express. Select the titles for which you want price labels printed. Hold down **Ctrl** to select more than one title. (Moving between parts of the list will not deselect your selections).
  - c. To print price labels for specific issues, click the Selected Issues radio button. The Issue Selection dialog box will appear. Click Add to select a title, then select issues from that title for which you want labels printed.

If you want to add issues from another title to the list, click Add in the Issue Selection dialog box. Continue adding issues, title by title, until you have a complete list of the specific issues for which you want price labels. If you accidentally select an issue or issues for which you don't want labels, select the issues and choose Remove.

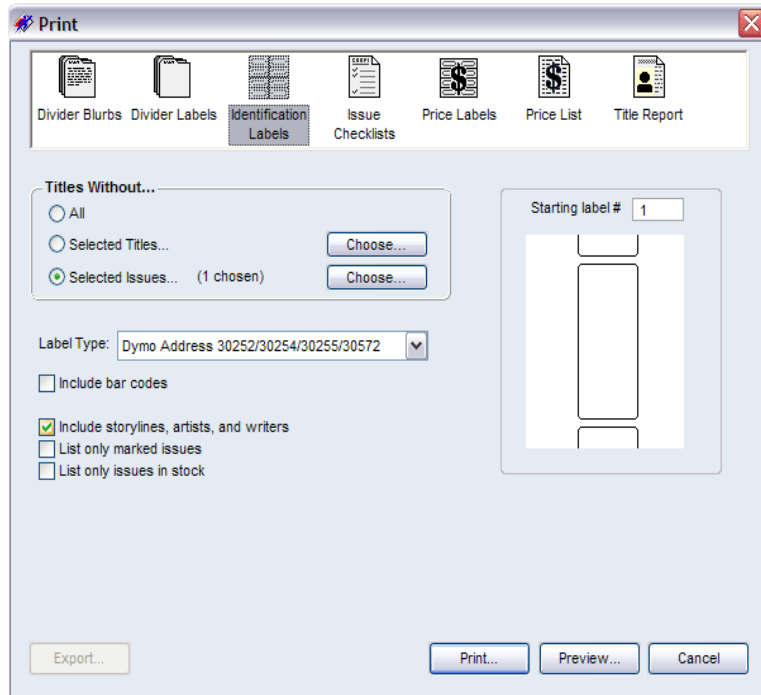
By default, ComicBase will assume you want to print a price label for each comic of an issue you own. For instance, if you own two copies of *Spawn* #11, ComicBase will print a label for each copy. If you want to change the number of labels per issue that ComicBase prints, select the issue (or issues) in the Issue Selection dialog box and click Copies. Change the number in the box that appears to the number of price labels you would like ComicBase to print, then click OK.

4. You can check the Only Print If New or Price Changed box print labels only for comics that have been added recently, or have had their price change recently. This feature is especially useful if you regularly print price labels for your comics.
5. If you'd like the labels to include storylines, check the Include Storylines checkbox.
6. In the Print dialog box, select the first available label on your first sheet of labels.
7. Click the **Print** button to start printing labels.



## PRINTING COMIC IDENTIFICATION LABELS

You may also want to print labels without the pricing to help you identify a particular issue of a series. You can print identification labels with a picture of the comic for your by going into the **Report** menu and selecting **Comic Identification Labels**. You can also right click on the issue in the issue field print a label for that comic.



To have include a ComicBase Express bar code with your identification label, check the Include bar code box. You can use this barcode to quickly Jump to a specific issue from any other title in the database.

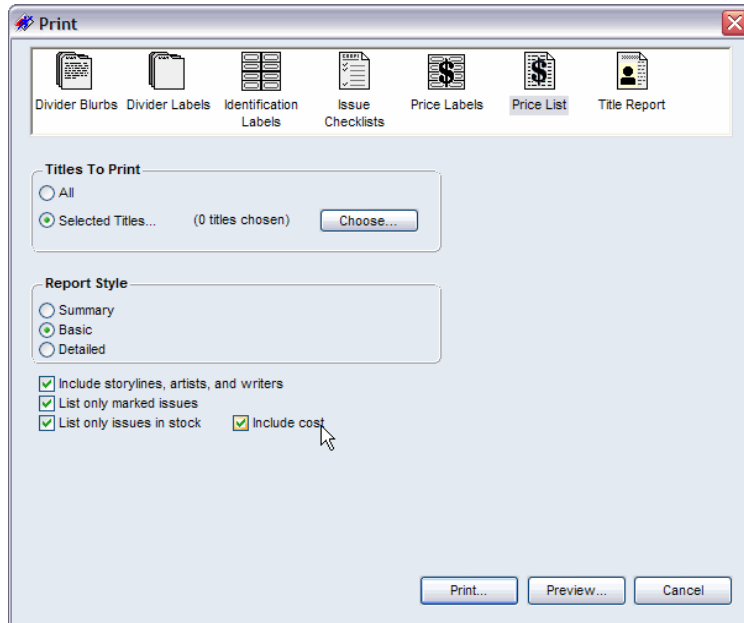


## PRINTING PRICE LISTS

ComicBase can print price lists showing the issues in your collection. These reports are particularly useful for creating a list of comics for sale.

To create a price list:

1. Go to the **Report** menu and choose **Price List**. Or, you can go to the **File** menu and select **Print** to bring up the same printing and reports dialog.
2. If you want the report to include only comics you own, check off the box marked List Only Issues in Stock. If you want the report to include information on the issues' storylines, check off the box marked Include Storylines. If you want your reports to show your cost as well as the issues' value, check the box marked Include Cost.



3. If you want a price list for all the comics in ComicBase, make sure the All radio button is filled in. Check the List only issues in stock checkbox to limit the list to comics you own. Otherwise, you will end up with a report that runs for *thousands* of pages.
4. If you want a price list for only one title, or only for selected titles, click the radio button next to Selected Titles. A list of all the titles in ComicBase will appear. You can narrow the list to just the titles you own by clicking Titles in Stock.

Select the titles you want included in the report. Use the arrows at the lower left hand corner to view the first, second, and third part of this list. Hold down the **Ctrl** key to select more than one title. (Moving between parts of the list will not deselect your selections). Click OK when you've selected all the titles you want to include.

You can also create a selection that's the result of a search by clicking the Find button.

5. Choose between Basic, Summary, or Detailed radio boxes in the Report Type box.

**BASIC** price list shows you the number of copies you own of an issue and each comic's condition, value, and/or cost. This list totals the value of your collection by title.

**SUMMARY** price list shows the value and number of copies of each title in your collection, and, if you're including it, cost.

**DETAILED** price list shows the number of copies you own of an issue and each comic's condition and value, and, if you're including it, cost. This report is generally printed in landscape (wide) orientation.

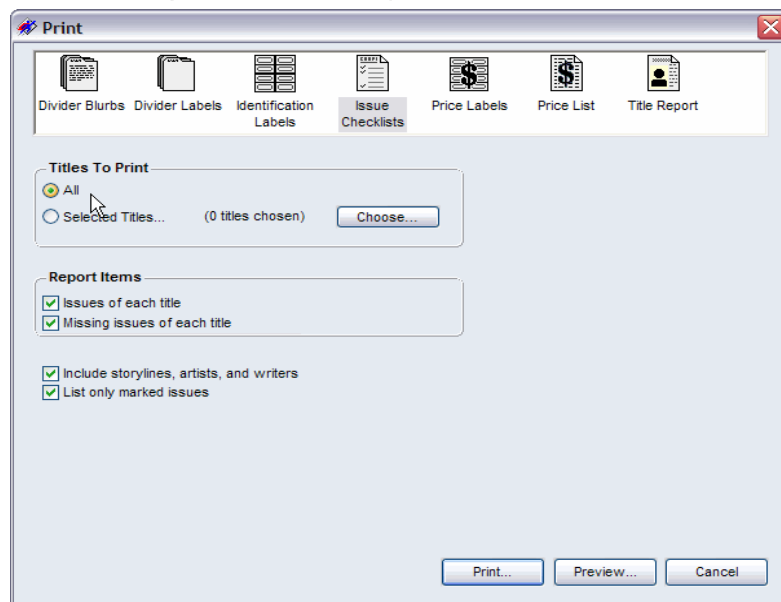
7. Click the **Print** button to print your price list.

## PRINTING ISSUE CHECKLISTS

ComicBase lets you print issue checklists that show you the issues you own and/or the issues you want, their near-mint value, and notes about them. For issues you own, it will also tell you how many copies you have, what condition the copies are in, their value, and how much you paid for each copy. These reports are particularly useful for taking to a convention or store to effectively build the collection you want.

To create an issue checklist:

1. From the **Report** menu, select the Issue Checklists. (You can also go to the **File** menu, go to **Print**, and click on the Issue Checklists icon to open the same dialog.)
2. Check off what you'd like the report to include in the Report Items box. If you check Issues of each title, the report will list all the issues you own. If you check Missing Issues for each title, the report will list issues you don't own.



3. To include every title in ComicBase, check the All radio button. To create a report that only includes a title, or certain titles, click the Selected Titles radio button.

You can also create a selection that's the result of a search by clicking Find while selecting titles.

You can also narrow the list to just the titles you own by clicking Titles in Stock. Hold down the **Ctrl** key to select more than one title. (Moving between parts of the list will not deselect your selections). Click OK when you've selected all the titles you want to include.

4. Check Include Storylines to include storylines along with the report information.
5. Click the **Print** button to print your Issue Checklists report.

Finally, to print an issue checklist only for the title you are currently viewing, right click over the title's name in the main window and select the Print Issue Checklist command.

## PRINTING TITLE REPORTS

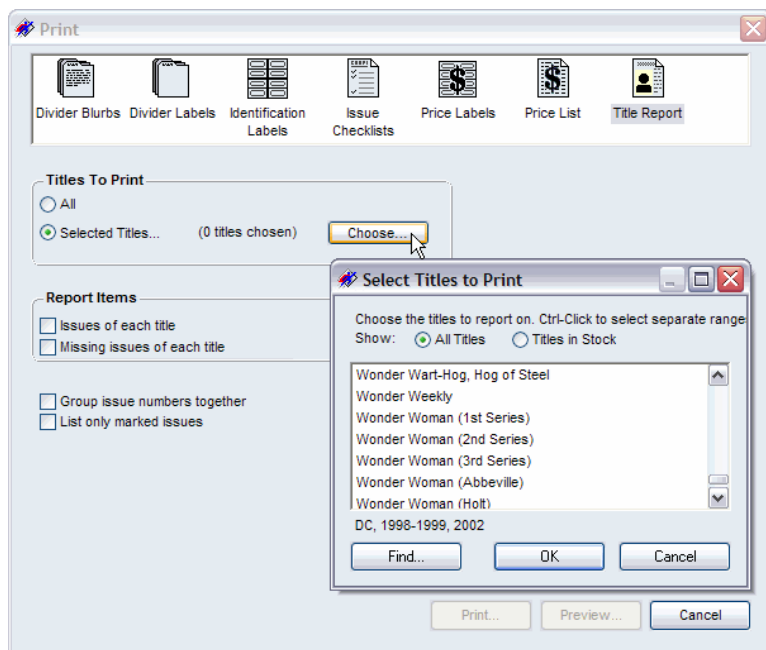
You can use ComicBase Express's title reports to create a hard-copy record of the comics you own and their total worth. Title reports are the most compact way to show what you have in your collection.

To print title reports:

1. Choose **Title Report** from the **Report** menu. Or, go to the **File** menu to select the **Print** command and click on the **Title Report** icon in the dialog box to select it
2. Check off what you'd like the report to include in the Report Items box. If you check Issues of each title, the report will list all the issues of all the titles you're including. If you check Missing Issues, the report will list issues you don't own.
3. To include every title in ComicBase, check the All radio button. To create a report that only includes a title, or certain titles, click the Selected Titles radio button.

You can also create a selection that's the result of a search by clicking the **Find** button while selecting titles.

Narrow the list to just the titles you own by clicking Titles in Stock. Hold down the **Ctrl** key to select more than one title. (Moving between parts of the list will not deselect your selections). Click OK when you've selected all the titles you want to include.



4. Title reports, by default, will list each issue individually, so you can mark them off. If you prefer a shorter report, you can list a contiguous range of issues as a group (e.g. *Action Comics* #488-490, 493-497, 501) by checking the Group Issue Numbers Together box.
5. Click the **Print** button to print your Title report.

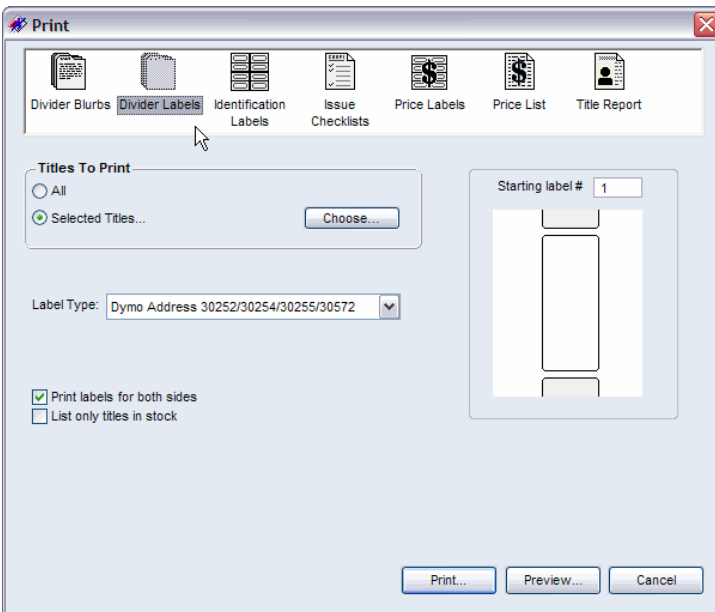
## PRINTING DIVIDER LABELS

If you have an extensive collection, you may be using dividers to separate your titles. These dividers are available from most comic book dealers.

With ComicBase, you can print labels for the tabs on your dividers.

To print divider labels:

1. Choose **Divider Labels** from the **Report** menu, or go to the **File** menu and choose **Print**. (You can also shortcut this process by right clicking over the title name and choosing Print Divider Labels for this Title. This third option will let you print divider labels *only for the title you are looking at*. Skip to Step 5 if you choose this option.)
2. Click the Divider Labels icon to select it.



3. If the All radio button is filled, ComicBase will print divider labels for all the titles in ComicBase.
4. To print divider labels for only certain titles, click the Selected Titles radio button. A list of all the titles in ComicBase will appear.

You can also create a selection that's the result of a search by clicking the Find button while selecting titles.

You can also narrow the list to just the titles you own by clicking Titles in Stock. Hold down the **Ctrl** key while clicking to select more than one title. (Moving between parts of the list will not deselect your selections). Click OK when you've selected all the titles you want to include.

5. Use the Label Type dropdown menu to select the label size on which you'll be printing your labels. ComicBase will also automatically size the text to fit your label.
6. Click the Print Labels for Both Sides box if you want to print two labels for each title—one label for each side of the divider.
7. Click on the position of the first available label on the first label sheet, and click the **Print** button to start printing.

## PRINTING DIVIDER DESCRIPTIONS

You can print the descriptions for each title onto labels that you can affix to your title dividers. This is very helpful for prospective buyers who want to learn more about the titles in your collection before a purchase.

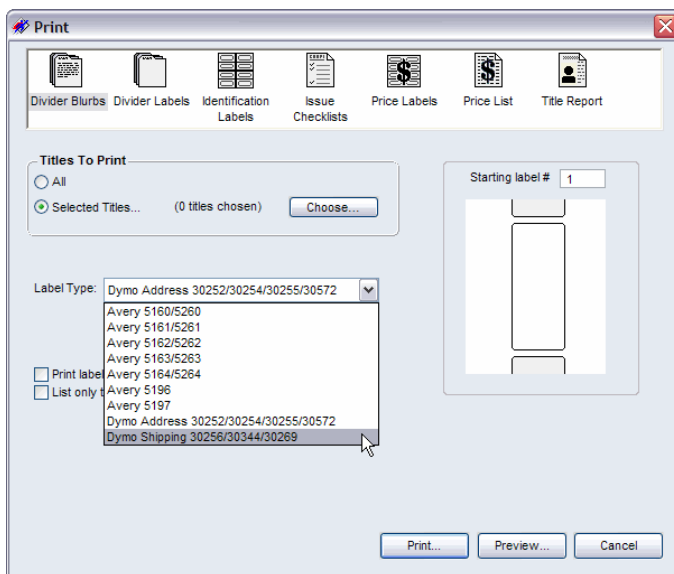
To print divider blurbs

1. Go to **Divider Blurbs** in the **Report** menu. Or, choose **Print** from the **File** menu. (Click the Divider Blurbs icon to select it.)
3. If the All radio button is filled, ComicBase will print divider blurbs for all the titles in ComicBase.
4. To print divider blurbs for only titles you own, or only for certain titles, click the Selected Titles radio button. A list of all the titles you own in ComicBase will appear.

You can also create a selection that's the result of a search by clicking the Find button while selecting titles. (See page 12).

You can also narrow the list to just the titles you own by clicking the Titles in Stock button. Hold down the **Ctrl** key while clicking to select more than one title. (Moving between parts of the list will not deselect your selections). Click OK when you've selected all the titles you want to include).

5. Use the Label dropdown menu to select the label size on which you'll be printing your labels. ComicBase will shrink the font size down to fit the description on any size label.



6. Check the Print Labels for Both Sides box if you want to print two blurbs for each title—one description for each side of the divider.
7. Click on the position of the first available label on the first label sheet, and click the **Print** button to start printing.

# IMPORTING DATA

ComicBase Express includes functions for importing data to help you manage your collection. The import function lets you transfer data from most major spreadsheets and databases, such as FileMaker or Microsoft Excel.

## IMPORTING INFORMATION FROM OTHER PROGRAMS

You can use the **File** menu's **Import Price List** command to import information from another program, such as a database or spreadsheet:

1. Export your information from the database or spreadsheet to a tab-delimited text file. If you're not sure how to export information from the database or spreadsheet, review your documentation for that program. You will need to export information for at least four fields: title, issue number, condition, and quantity.
2. From the File menu, select Import. In the dialog box that appears, locate the exported file on your hard disk.
3. When you click Open, the Import Price List dialog box will appear.
4. Move fields that match your exported files to the Import Fields box using Move. For instance, if you have fields for title, issue number, condition, cost, and value in your database or spreadsheet, you would move the fields Comic Title, Issue Number, Condition, Cost, and Selling Price.
5. Use the dropdown menus to select how items and records are separated (by tab, return, or space) in the exported file.
6. The order of fields in the Import Fields dialog box should match the order of fields in your database or spreadsheet.
7. Radio buttons at the bottom of the Import Price List dialog box let you choose how you want your information to integrate with the information already in ComicBase.

Replace All Issues of Imported Titles is faster, but it will overwrite all issue information in ComicBase. Only use this option if you want to replace all the information in ComicBase.

The more common option, Replace Only Matching or New Issues is slower, but it will only overwrite the issues being imported.

8. Some spreadsheet or database programs create an initial “mail merge” header that lists the names of the fields. This can be useful if you want to match up ComicBase fields with the fields you’re using, but if you try to import the header, you will get an error message in ComicBase telling you something like there is no title named Comic Title. You can skip past the header by typing in how many Lines to Skip at Beginning.
9. Click Show Preview to see how your fields will match up with ComicBase fields. Always use Show Preview to make sure your data will be imported into the correct field. Most of the problems with importing are the result of importing data into the wrong fields.
10. After importing your information into ComicBase, look at the Issue View and the Issue Detail for the titles for which you’ve imported information, and check that your information has been imported into the right fields.

NOTE: You can also drag and drop any text file into the current version of ComicBase Express to prompt the program to bring up the Import dialog. Select the fields you would like to import and continue from step 4.

# ADVANCED COMICBASE

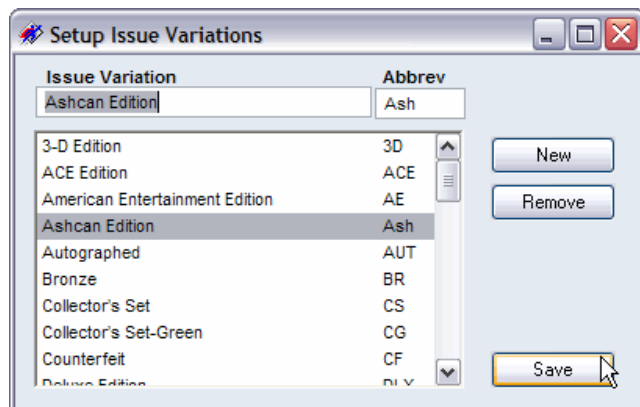
## MODIFYING ISSUE VARIATIONS

The Variations dropdown menu in the Issue Detail is set up for most types of issue variations, including gold, platinum, and silver editions, special covers, special sets and editions, such as a collector's set or a deluxe edition. You can also use it to specify an issue you've had autographed.

The following will show you how to add, change, or remove items from the list of issue variations.

### ADDING AN ISSUE VARIATION

1. Under the **Setup** menu, select **Issue Variations**.



2. In the Issue Variations Setup box, click New.
3. Type the name of the new issue variation into the Issue Variation field.
4. Move to the Abbreviation field and type in an abbreviation, up to four characters long, for the issue variation. This will appear next to the issue number in the Issues dialog.
5. Click Save to save the new issue variation. It will be available in the Variation dropdown menu in the Issue Detail dialog.

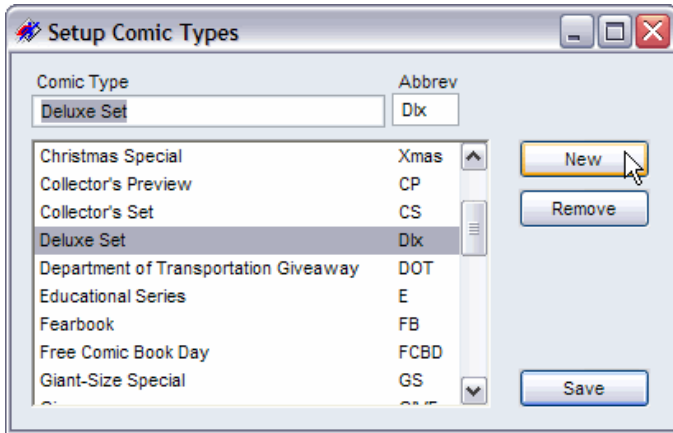
To change the name or abbreviation for an issue variation, select it in the list and change the name or abbreviation in the Issue Variation and Abbreviation text boxes. Click Save. The new name and/or abbreviation will appear in the Variations dropdown menu, but will not change the previous abbreviation used for comics already indexed in ComicBase Express.

## MODIFYING COMIC TYPES

The Comic Types dropdown menu lets you specify if you have a special comic such as a 3-D special, annual, ashcan preview, or yearbook. You can add, remove, or change these comic types.

### ADD A NEW COMIC TYPE

1. Go to the **Setup** menu and select **Comic Types**.



2. In the Comic Types Setup box, click **New**. Type the name of the new comic type in the Comic Type field.
3. In the Abbreviation field, enter a 2- or 3-letter abbreviation for the comic type. This abbreviation will appear next to the issue number in the title's Issues Field.
4. Click **Save** to save the new comic type. You will now be able to select it in the Comic Types dropdown menu in the Issue Detail.

### REMOVE A COMIC TYPE

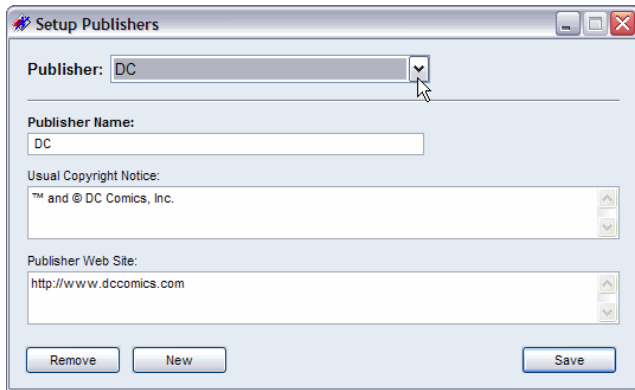
1. Go to the **Setup** menu and select **Comic Types**.
2. Select the comic type you want to remove and click the Remove.
3. Click **Save** to save the changes. The comic type you removed will no longer be available in the Comic Types dropdown menu in the Issue Detail.

To change the name or abbreviation for a comic type, select it in the list and change the name or abbreviation in the Comic Type and Abbreviation fields. Click **Save**. The new name and/or abbreviation will appear in the Comic Types dropdown menu and the Issues Views, but *will not* change the previous abbreviation used for comics already indexed in ComicBase.

## MODIFYING PUBLISHERS

The Publishers dropdown menu in the Issue Detail dialog lets you choose from the most common publishers. If your publisher is not in the list, type in the name of that publisher anyway, and when you move to edit another field in the Issue Detail dialog, a dropdown menu will appear asking you for the publisher's information. If you have a lot of comics from a publisher not in the Publishers dropdown list, you may wish to add that publisher to the Publisher dropdown menu. Just check the Add to List of Publishers box at the bottom of the dialog.

Another way to add a publisher is to select the **Setup** menu's **Publishers** command.



Type the name of the publisher into the Publisher Name box. ComicBase automatically enters the publisher's name into the Copyright field. If a person or company other than the title's publisher typically owns the copyright to the title you're adding, type in the name of the proper copyright holder. This is the information that will appear in the copyright title whenever you add a title from this publisher.

If you know it, enter the publisher's web site address (URL) into the Publisher's Home Page box.

Click Save to add the publisher to ComicBase and exit the dialog. The publisher you've added will now appear in all Publisher dropdown menus in ComicBase.

To change a publisher's information, select the **Setup** menu's **Publishers** command, and select the publisher whose information you want to change. You can overwrite or add information, such as web site address, to the publisher's fields. Click Save to save your changes.

To remove a publisher, select the **Setup** menu's **Publisher** command. In the dropdown menu, select the publisher you want to remove. Click Remove. The publisher you removed will no longer be available from Publisher dropdown menus in ComicBase.

**NOTE:** removing a publisher from the Publishers dropdown menu will not remove that publisher's titles from ComicBase. It will only remove the publisher name from the Publisher dropdown menus.

## USING FIND AND REPLACE

ComicBase Express includes the ability to Find and Replace text information across the entire database. This works like the Find and Replace function in a word processor, and is particularly useful when you want to standardize the spelling of artist names, change the names of publishers, or even change the spelling of condition names (e.g. changing NrMt to NM).

To find an replace text, go to the **Edit** menu and choose **Find and Replace**. Enter the text you'd like to search for, and choose which field to look in. Keep in mind that since Find and Replace works only on text information, it cannot search date or check box fields.

## FILE TOOLS

Under the **File** menu is a command for **File Tools**, which gives you access to a variety of tools for streamlining ComicBase, making it run faster, converting ComicBase's values to your local currency, and fixing minor program problems.



### COMPACT AND VERIFY COMICBASE

Compacting ComicBase will prompt the program to verify the integrity of the database and free up any unused space. You can set the conditions for how frequently ComicBase will compact its information by selecting the option you want in **Preferences**. To start this operation yourself, go to the **File** menu, and under **File Tools**, choose **Compact and Verify ComicBase**.

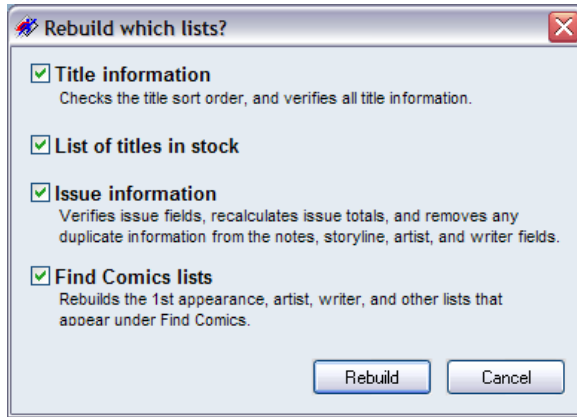
### REBUILD LISTS

Like most databases, ComicBase does not physically reconstruct itself each time a record is changed. Instead, it marks the old information as unused. This unused space can build up over time, and take up unnecessary space on your hard disk. Compacting ComicBase frees unused space in ComicBase and verifies the integrity of your data.

When you click the Compact & Verify ComicBase button, you will get a dialog box that tells you how much space you'll save if you compact ComicBase. Click the OK button to start compacting. The process may take several minutes.

The Rebuild Lists button rebuilds lists and indices in ComicBase. ComicBase checks to make sure its list of titles is correctly matched with the pictures and data from each. If you find that ComicBase is not matching pictures or data correctly to titles, this command will rebuild the list of titles in stock, the Find comics lists, issue information, and title names and descriptions.

When you click the Rebuild Lists button, the following dialog will appear:



Checking Title Information rebuilds ComicBase’s internal title and descriptions index. It’s useful if ComicBase isn’t taking you to the title you’ve selected—i.e. you entered “Abe Sapien” in the Title List and ComicBase took you to *2000 A.D.* instead.

Checking List of Titles in Stock will rebuild the list of titles you own. This is particularly useful if you’ve added titles, but they’re not appearing when you click the Titles in Stock.

Checking Issue Information will rebuild values within ComicBase, and is particularly helpful if you believe ComicBase may be totalling values incorrectly. Rebuilding issue information will also check through your notes, storylines, writer, and artist lists and will remove any duplicate or near-duplicate information (e.g. a note reading “1st appearance of Punisher; 1st appearance of The Punisher”). In discarding duplicates, in this manner, the longest item will be preserved. In the example above, the note would be changed to “1st appearance of The Punisher”. This option also standardizes the spellings of thousands of known creator names.

Checking Find Comics Lists will rebuild the Find Comics lists which appear after you’ve used the Find command to find character appearances, work by a writer, or other comic book related information. If the lists that are appearing are inaccurate, check off this box.

## RESET COMICBASE SETTINGS

If at any time you want to reset your preferences in ComicBase, simply go to **File Tools** and click on **Reset ComicBase Preferences**. This command is useful for returning ComicBase to its “factory settings.” If you’ve added grades, publishers, issue variations, or made other special modifications to ComicBase, it will remove them and replace them with the original settings. However, it will not remove any collection data, such as issues owned, from your copy of ComicBase.

## CURRENCY CONVERSION

The Convert Currencies button converts the values in ComicBase, which are in U.S. dollars, to your local currency values.

You’ll need to know the current exchange rate from U.S. dollars to your local currency. When you click the button, a dialog like the following appears.

Type in how much 1 U.S. dollar would be worth in your currency (i.e. 1.5 Canadian dollars, .68 UK pounds) and click OK to convert the values.

### REMOVE MATURE READER TITLES

ComicBase covers the entire world of comics, including a number of titles designated for mature readers only. These may have been classified as such due to sexual content, graphic violence, and/or depictions of drug use

If you don't want to view such titles—or don't want the person who will be using ComicBase to view such titles, you can remove them from ComicBase. To do this, select the **File** menu and go to **File Tools**. In the box that appears, click Remove Mature Titles.

Once removed, a title can only be restored by reinstalling ComicBase or by manually adding the title back into the database.

# TROUBLESHOOTING

Although we hope your experience with ComicBase Express is blemish-free, we have added this section to answer frequently-asked questions, let you know how to resolve problems yourself, and give you tips on getting the best technical support from us.

## FREQUENTLY ASKED QUESTIONS

This list covers our most frequently-asked support and technical questions. You can find more frequently-asked questions online at <http://www.comicbase.com/Support/FAQ.asp>

**Q:** Why don't you have (my favorite title) in ComicBase?

**A:** Hey! We're trying! But seriously, there are a few major reasons why a particular title may not be covered: 1) the title came out too recently to make it into the latest edition, 2) the title is old and/or rare and therefore difficult for us to obtain for coverage, or 3) the title is still in the process of being reviewed, indexed, historically priced, and scanned, or 4) the title may be indexed under another name, such as *Four Color Comics*.

If you find ComicBase doesn't have a title you collect, use the New Title command to add titles from your collection into ComicBase. If the title appears in the next ComicBase update, you can easily integrate any information you've added into the update process.

**Q:** Where are the rest of the *X-Men* (or *Justice Leagues*, or...)?

**A:** Marvel's *X-Men* are listed as *X-Men (1st series)* until issue #142, after which they went through a little-noticed name change to become officially *The Uncanny X-Men* (where subsequent issues are listed). *Justice League America/International/Europe* went through numerous such mid-title name changes, and issues are listed under the appropriate titles (although the shifts still make us dizzy). We generally try to smooth such transitions by noting where series are continued in the notes of the last issue of the original run, as well as where they are continued from in the first issue of the renamed series.

**Q:** Windows keeps telling me there isn't enough space to install ComicBase.

**A:** Windows requires two to three times the amount of your RAM as "swap space" on your hard drive, generally the C: drive. Also the C: drive is used to decompress files. Even if you're installing onto a drive other than the C: drive, your C: drive will need about 200MB of free disk space. You cannot install ComicBase to your A: or B: drives.

## INFORMATION ONLINE

Minor updates and bug fixes to the current version of ComicBase are free online at [http://www.comicbase.com/Support/Updaters/ComicBase\\_Updates.asp](http://www.comicbase.com/Support/Updaters/ComicBase_Updates.asp)

A complete list of all the titles in the current version of ComicBase, reports of incompatibilities, and other troubleshooting tips are available at <http://www.comicbase.com/Support/Technotes/technotes.asp>

News and information on ComicBase can be found at <http://www.comicbase.com>

**Q:** I can't save a backup copy of ComicBase.

**A:** You need to make sure you have enough space for a backup. You can specify where you want ComicBase to save its backup by clicking the Change Location button in the Preferences dialog box.

## FOR MORE HELP

A few simple steps can clear up many common problems. Here are a few suggestions if you're experiencing trouble with ComicBase Express:

1. ComicBase Express is so much fun, you probably installed it and got going right away. If you are having trouble figuring out how to use a certain feature, or how to use it more efficiently, chances are, that feature is already covered in this User Guide.
2. Read the "Read Me" file on the ComicBase Express disk. This details known incompatibilities and other known problems which may have come to our attention after this manual was written.
3. If you have access to the internet, use the **Internet** menu's **Check for Program Updates** command, or go to our website, <http://www.comicbase.com>, for more recent updates or incompatibilities. If necessary, download the latest update.
4. Use **File Tools** to compact ComicBase, rebuild the title list, or reset program settings. Information on these features is covered in the Advanced ComicBase section.
5. Try to recreate the problem. This way, you can tell technical support exactly how the problem occurred. Write down any error messages that appear.

Before you contact technical support, make sure you have the following information ready:

- Which version of ComicBase you have (i.e. version 10.0.1)
- The operating system you're running (i.e. Windows 2000 or Windows XP) and how much memory (RAM) your computer has. If you don't know, right-click on **My Computer** and choose **Properties** to find out.
- Be sure that you've already registered your copy of ComicBase Express. Include your serial number with your technical support e-mail. You can find your serial number on the inside of the case of your ComicBase Express program. You can also find it on your registration card.

You can reach technical support at [support@human-computing.com](mailto:support@human-computing.com). Include your name and serial number along with a detailed description of what kind of problem you're having with your ComicBase Express program.

# KEYBOARD SHORTCUTS

<b>CTRL + A</b>	SELECT ALL
<b>CTRL + B</b>	BUY A COMIC
<b>CTRL + C</b>	COPY
<b>CTRL + D</b>	DUPLICATE THE SELECTED ISSUE
<b>CTRL + E</b>	EDIT TITLE DESCRIPTION
<b>CTRL + F</b>	FIND COMICS
<b>CTRL + G</b>	QUICK CHANGE THE SELECTED ISSUES
<b>CTRL + H</b>	HYPERTEXT (USED WHEN EDITING DESCRIPTIONS)
<b>CTRL + I</b>	ADD ISSUES TO INVENTORY
<b>CTRL + SHIFT + I</b>	MODIFY ISSUES FOR THE CURRENT TITLE
<b>CTRL + J</b>	JUMP TO ISSUE
<b>CTRL + L</b>	NEW TITLE
<b>CTRL + M</b>	MASS CHANGE
<b>CTRL + N</b>	NEW ISSUE
<b>CTRL + P</b>	PRINT REPORTS AND LABELS
<b>CTRL + Q</b>	QUIT COMICBASE
<b>CTRL + R</b>	MARK THE SELECTED ISSUES
<b>CTRL + T</b>	OPEN TITLE MENU
<b>CTRL + SHIFT + T</b>	MODIFY THE CURRENT TITLE
<b>CTRL + U</b>	UNMARK TITLES
<b>CTRL + V</b>	PASTE
<b>CTRL + X</b>	CUT
<b>CTRL + Z</b>	UNDO
<b>CTRL + [</b>	PREVIOUS TITLE
<b>CTRL + ]</b>	NEXT TITLE
<b>SHIFT + CLICK ON NEXT TITLE OR PREVIOUS TITLE BUTTON</b>	GO TO THE NEXT OR PREVIOUS TITLE WITH NO PICTURE.

<b>ALT + SHIFT + Click on Next Title button</b>	GO TO THE NEXT TITLE WITH NO ISSUES
<b>ALT + SHIFT + Click on Previous Title button</b>	GO TO THE NEXT TITLE WITH NO TITLE DESCRIPTION
<b>Click</b> (on the publisher name on the Pictures View)	GO TO THAT PUBLISHER'S WEB SITE. (PUBLISHER NAME WILL SHOW AS COLORED TEXT IF A WEB SITE IS DEFINED FOR THAT PUBLISHER)
<b>ALT-CLICK</b> (on a cover picture in the Pictures View)	OPEN THE SELECTED PICTURE IN WINDOWS EXPLORER
<b>ALT-CLICK</b> (on the publisher name in Pictures View)	OPEN THE PUBLISHER PICTURE FOLDER ON YOUR HARD DISK OR CD
<b>F12</b>	COMICBASE STATISTICS
<b>F8</b>	GRADING WIZARD

## ONE-KEY ISSUE ENTRY

(Available from the Issue Field and Modify Issues dialog)

<b>0-9</b>	SETS THE QUANTITY FOR THE HIGHLIGHTED ISSUES TO THAT NUMBER
<b>[ENTER]</b>	GO TO THE ISSUE DETAIL FOR THE SELECTED ISSUES
<b>+</b>	ADD 1 TO THE SELECTED ISSUES' QUANTITY
<b>-</b>	SUBTRACT 1 FROM THE SELECTED ISSUES' QUANTITY