

ORGANIZE! Your Collection

CATALOGING PHONE CARDS

The catalog format supplied with this software was specifically designed for cataloging telecards (pre-paid long distance phone cards). However, if you prefer to include different information in your catalog, or wish to have the information arranged differently, you can modify the catalog format to meet your requirements. Also keep in mind that you do not have to use all the lines in the catalog format we've designed. If you wish, just set the length of a line to zero to remove it from the format.

Please be sure to take a look at the entries in the SAMPLE catalog. We've entered a number of telecards to provide some examples that show how information can be entered.

This catalog is named: TELECARD

The following lists the lines (fields) in the TELECARD catalog format and provides a description of the information each line is used to catalog.

CATALOG NUMBER: this is a number you assign to each card. This number is usually used to help keep track of where each card is stored and can also be used as an easy way to identify cards.

TITLE/SUBJECT: Use this line for any titles, or names of people printed on the card.

ISSUER: The name of the company that issued the card.

DATE ISSUED: Usually just the month and year the card was issued are entered here.

DENOMINATION: The monetary value; number of minutes, or number of units the card was valued at. This information is usually printed on the card. Note: Many cards are issued in multiple denominations. We recommend that a separate entry be made for each denomination. Type in the first card, push F5 to save it, then push F3 to repeat everything you just typed. You then only need to change the denomination and push F5 again.

Making an entry for each denomination gives the maximum amount of flexibility in the searches, and in entering information (such as the condition) about each card.

CONDITION: Describe the physical condition of the card.

NOTE (two lines): These two lines are used for miscellaneous information. For example, you might enter information about other versions or other denominations a card was issued in. For example, you might own the \$5 and \$10 denominations of a card that was issued in \$5, \$10, \$20 and \$50 denominations. In that case you might want to note that the card was "also issued in \$20 and \$50 denominations".

VALUE: The current market value of the card.

QUANTITY: The number of these cards that you own.

TYPE CARD: What type of card is this. Is it a promotional card? Bonus card? Charity fund raiser. In many ways the information on this line is similar to what you'll put on the "Why Issued" line, except that you only use one or two key words to describe what type of card this is.

BASE MATERIAL: Describe the material the card was made from, if known. Base materials include materials such as Photographic Polyester, Laminated Teslin, Styrene, Laminated Paper, Laminated Vinyl, Unlaminated Vinyl, and Laminated Photographic Paper.

QUAN. ISSUED: The total number of this specific card that were issued.

IMAGE DESCRIPTION: Describe the image printed on the front of the card.

IMAGE QUALITY: Describe the quality of the image. For example, is it a high quality, sharp, clear photograph. Or a photograph that is fuzzy, poorly printed, and not very good looking. In many cases this is a subjective rating based on your preferences and likes.

IMAGE COMMENT: Enter any comments or notes about the image.

WHY ISSUED: There are four full lines that can be used to describe the reasons this card was issued.