

ORGANIZE! Your Memorabilia

ORGANIZE! YOUR MEMORABILIA is designed to catalog memorabilia from famous people or characters. You can catalog memorabilia from anyone - ranging from Elvis to Betty Boop, from Barbie to Marilyn Monroe. Up to 21 lines of information (fields) can be entered for each item. If these don't provide exactly what you need, you can change any line(s) to modify the cataloging format to meet your requirements.

A nice feature of this format is that it can be used with any type of material: books, records, knick-knacks, photographs, video tapes, glasses, cards or cars.

The catalog name for this format is: MEM

This format will automatically be copied to your disk during the installation process. It does not appear on the list of formats displayed during installation. It will be installed without regard to whether any other formats are installed.

The following describes the lines provided in the ORGANIZE! YOUR MEMORABILIA format. The numbers in parenthesis show the default settings for the lengths of the lines.

TYPE (40) - Used to identify what type of item this is (i.e. photograph, record, T-shirt, poster, etc.)

DESCRIPTION (60) - Describe what this item is.

SOURCE/MFGR (40) - This line can be used for several things. You can list the concert, movie or TV show this item is associated with, the company that manufactured or the political campaign it was used for. (Yes, you can use this software for politicians).

YEAR/PERIOD (14) - Enter the year the item was issued/made or the period in the performer's life during which it was issued. For example, Elvis' career can be divided into three periods: the 50's, 60's and 70's.

NOTE (25) - This line is provided for you to use for information of specific interest to you.

VALUE (8) - Enter the current value of the item. This information is important for both insurance purposes and if you should ever want to sell the item. Please note that numbers should always be

entered using the same number of characters. See page 33 in the manual.

CONDITION (40) - Describe the condition of the item.

VARIATION (40) - If several different models or variations of this item are available, enter a description of what makes this variation unique.

OTHER (40) - Like the NOTE line you can enter whatever information you feel is useful.

VERSION (20) - Many items are issued several times and thus have several versions. This line is used to identify whether the item you have is an original issue or a re-issue.

DATE PURCHASED (8) - Enter the date you purchased this item.

ORIGINAL COST (10) - Enter what you paid for this item, or the value of the item you traded for it.

COMMENTS (three lines, 60 characters each) - Use these three lines for your notes containing additional information. This could be historical information, a more detailed description or some notes on the "story" behind an item.

PURCHASED FROM (35) - The name of the person or dealer you got this item from.

ADDRESS (35) - The above person's street address.

CITY/STATE (30) - The city and state the address is in.

ZIP CODE (10) - The zip or postal code.

PHONE (14) - Telephone number where this person/dealer can be reached.