

CurrencyManage 2016 Getting Started Guide

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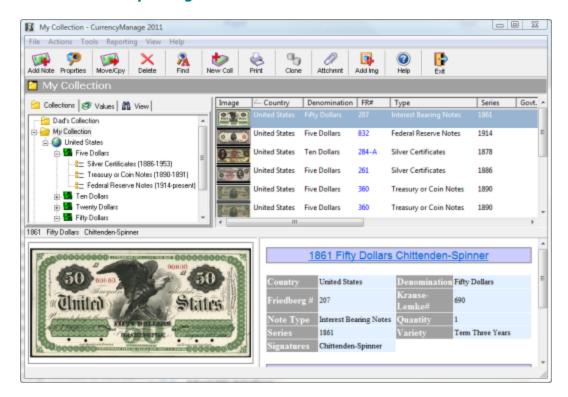
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1 General Info

1.1 Introducing CurrencyManage 2016

What Is Currency Manage?



CurrencyManage is a software program for collector's of US and Canadian paper money. You can catalog paper money collections on your computer. This electronic bank note collection can not only mirror the notes you currently own, you can also track and record notes you want and notes you have sold. As you glance through the database, you may even find a new note to add to your 'must have' list.

Some CurrencyManage features include:

- comprehensive database
- adaptable interface
- ships with several reports and a sophisticated report designer.
- Custom Queries Use the Query dialog to produce sophisticated queries
- Value manager, including values for 2011

Comprehensive Database

The full version of CurrencyManage (USA/Canada) comes with a comprehensive database of over 18,200 U.S and Canadian notes. Each note type in the database has a representational image, helping you to match the information accurately. When you are adding notes to a collection, you can select a note from the database. Whenever possible, the database includes an image of the note to simplify selection. If you have a note that is not listed in the standard

databases provided by CurrencyManage, you can define and add the note using the Types and Varieties Manager.

The Types and Varieties Manager allows you to add, edit and remove notes. You can create a new Country, denomination and type for the note. The Types and Varieties Manager provides greater control over your collections of notes.

Adaptable Interface

The CurrencyManage interface displays the information that is important to you. Simply click the mouse to sort any column of information. Click on the column again to toggle between an Ascending and Descending sort. The Preferences area allows you to select the information you want to see on various windows.

Types & Varieties Manager

CurrencyManage allows you to add new Types and Varieties to the master database. You can even associate a picture with a newly-created type if you have a TWAIN-compatible scanner or digital camera. Note images can also be imported pasted from the clipboard or from images files in many different formats, including, BMP, JPG, GIF, PNG, TIFF.

1.2 What's new in version 2016?

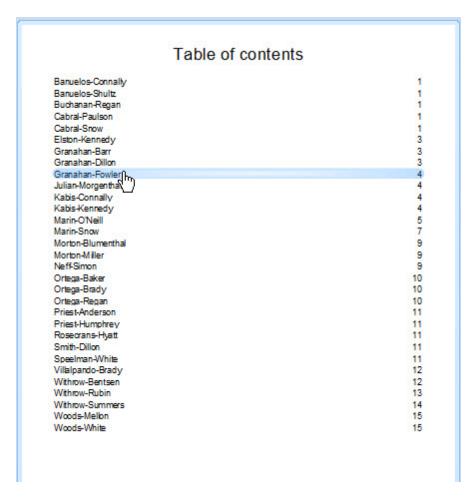
CurrencyManage

Values and Data

- * Thousands of value changes
- * The latest banknote issues from have been added to the program.

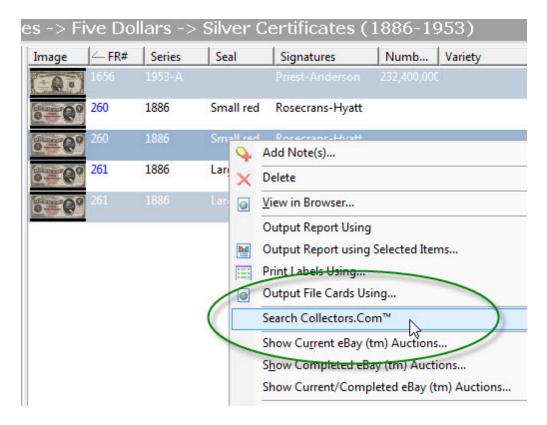
Reporting

- * CurrencyManage 2016 includes a new and improved version of the report designer.
- * Reports that are grouped will now show a Table Of Contents that make it much easier to navigate the report. The screenshot below shows the Table of Contents for a report grouped by signature.



Collectors.Com

* One Click search for paper money on the new Collectors.com web-site. Collectors.com aggregates listings from eBay and many paper money dealers.



eBay™ Searches are more accurate

* Searching eBay will return more relevant results. We have gone through each US Note Category and made some minor changes to return better results.

Webcam

* Easily take pictures of your notes using a live video feed from any Webcam on your computer.

Other New Features and improvements

- * If you click in any list of Bank Notes, then type in the Friedberg number, the banknote with that Friedberg number will become selected and scroll into view.
- * CurrencyManage shows Quantity, Total Cost, Total Value in the status bar. The information is specific to whatever collection, country or category you show.
- * New #Owned column will show you how many of a particular variety you own if any.
- * Many bug reports and enhancement requests have been addressed in this version.

1.3 Installing CurrencyManage

System Requirements

CurrencyManage 2016 requires the following minimum system requirement to operate properly:

- Windows XP, Vista, Windows 7, 8, and 10.
- Enough RAM to run your Operating System comfortably
- 800x600 SVGA display set at High Color (16-bit) or higher
- Mouse
- At least 60 MB free hard drive space. Note: The Setup program will show
 you exactly how much space is required, and let you know if there is not
 enough space available on the selected drive.

Note: Images can greatly increase the amount of space used by CurrencyManage. If you attach a lot of images to records by scanning or importing, take note of the image size.

How Do I Install From The CD?

Simply insert the CD into your CD-ROM drive. The setup program should start automatically. If the Setup program does not start automatically, run AUTORUN.EXE from the root of the CD.

Registration Code information

Liberty Street Software supplies a unique registration code with each software purchase. The code appears on the back of your manual if you bought the CD-ROM version. If you ever lose the code, please email us and we will look it up for you.

Note: To Upgrade from a previous version of CurrencyManage

Run the install program for the Upgrade. If you have purchased the Electronic Version of the upgrade, simply run the file you downloaded. If you have purchase the Upgrade on CD-ROM, simply insert the CD-ROM and follow instructions.

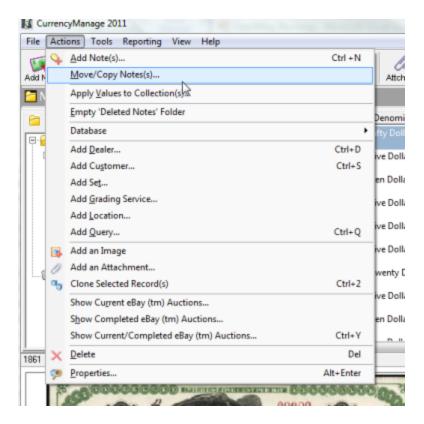
Your old data will automatically import if you install the upgrade to the same subdirectory as your previous install. This automatic import will occur the 1st time you run CurrencyManage 2011. You can also import data by using the 'Import CurrencyManage File...' command.

1.4 General Operation

Menus

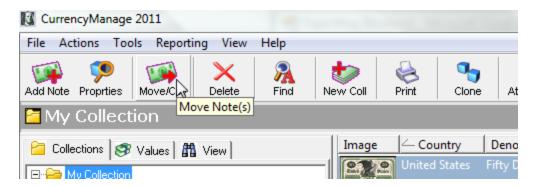
All important functions can be activated in the different menus. Some of the entries have sub-menus which automatically appear when you move the mouse over the entries.

If a menu entry also has a button or a keyboard shortcut, this is given in the menu



Buttons

In the menu bar at the top of the screen there are groups of buttons.

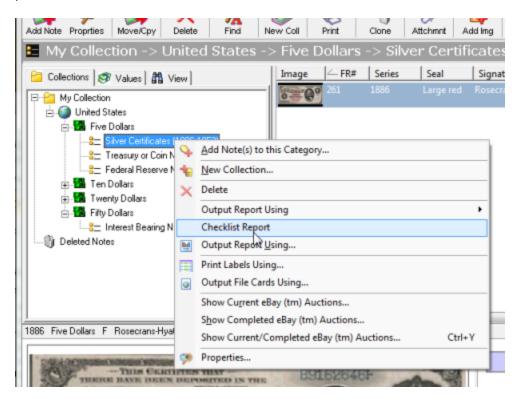


When you move the mouse onto a button, after a moment the function of the button is displayed.

It also appears at the bottom of the screen on the left. Clicking a button with the left mouse key will activate the function.

Right Mouse click

This is a very useful way to access functions. If you right-click on any section of the screen a context-relevant dialog box or menu appears in which you can select functions.



Keyboard

The most important functions can be executed from the keyboard (e.g. Ctrl+N for New Collection). The keyboard shortcuts are given to the right of the entries in the menus.

1.5 Legal Notices

eBay is a Trademark of eBay Inc.

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Uses and Limitations

- CurrencyManage may be used on different computers, as long as there is no possibility that the programs can be running on different computers at the same time.
- Backup copies of CurrencyManage may be made in accordance with the above limitation.
- You may not copy or transmit the program to any other person or group.
- You may not modify the structure of the database for the purposes of resale or trade to a third party.

Governing Law and Judicial Jurisdiction:

This Agreement is subject to the laws of the Province of Ontario, Canada. All disputes arising from this Agreement shall be determined under the law of the Province of Ontario, Canada exclusively by the court having competent pecuniary and territorial jurisdiction over the city Liberty Street has its principal office.

Disclaimer of Warranty

THIS SOFTWARE AND THE ACCOMPANYING FILES ARE SOLD "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OF MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED. Because of the various hardware and software environments into which CurrencyManage may be put, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED.

LIMITATION OF LIABILITY FOR DAMAGES

IN NO EVENT SHALL LIBERTY STREET SOFTWARE OR ITS SUPPLIERS BE LIABLE TO YOU, OR TO ANY OTHER PERSON, REGARDLESS OF THE CAUSE, FOR ANY DIRECT, SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF PROFIT, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR ANY OTHER PECUNIARY LOSS) ARISING OUT OF OR RELATING TO THE USE OR INABILITY TO USE THIS SOFTWARE, EVEN IF LIBERTY STREET SOFTTWARE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT THE FOREGOING LIMITATION IS FOUND BY A COURT OF COMPETENT JURISDICTION TO BE INEFFECTIVE, THE PARTIES AGREE THAT LIBERTY STREET SOFTWARE'S MAXIMUM LIABILITY FOR ANY CLAIM ARISING HEREUNDER (WHETHER IN CONTRACT OR TORT INCLUDING NEGLIGENCE, PRODUCT LIABILITY OR OTHERWISE) SHALL NOT EXCEED THE LICENSE FEES, IF ANY, PAID BY YOU TO LIBERTY STREET SOFTWARE FOR USE OF THE PRODUCT.

Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it.

The user must assume the entire risk of using the program. ANY LIABILITY OF THE SELLER WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE.

ASSIGNMENT

You may not transfer or assign the Software or license granted hereunder to another party unless the other party agrees to all the terms and conditions of this EULA and provided that you transfer all copies of the Software, registration keys and/or codes, and related documentation to the same party and destroy any copies not transferred. Any such transfer terminates your license.

COSTS

You agree to reimburse Liberty Street Software for all expenses incurred by Liberty Street Software in the enforcement of any of its rights hereunder, including without limitation, solicitors fees.

1.6 How to buy CurrencyManage

How to buy CurrencyManage 2016

CurrencyManage 2016 Order Page

http://www.libertystreet.com/currencymanage_purchasing_options.htm

CurrencyManage 2016 Web-Site

http://www.libertystreet.com/prod02.htm

1.7 Contacting Liberty Street Software

How Do I Contact You?

You can contact LibertyStreet Software at any time:

Liberty Street Software - Canadian Office

1477 Mississauga Valley Blvd. Suite 409 Mississauga, ON L5A 3Y4 Canada

Liberty Street Software - USA Office

228 Park Ave S #26512 New York, NY 10003-1502 USA

• Web Site — <u>www.currencymanage.com</u>

- Videos https://www.youtube.com/channel/UCf6f0vtrNUhkpurkv_SF6Rw
- Forums http://libertystreetsoftware.invisionzone.com/index.php?/forum/14-currencymanage-support/
- Sales <u>sales@libertystreet.com</u>
- Technical Support <u>techsupport@libertystreet.com</u>

(347) 960-6466

Note that the About dialog box has hyperlinks to the information above.

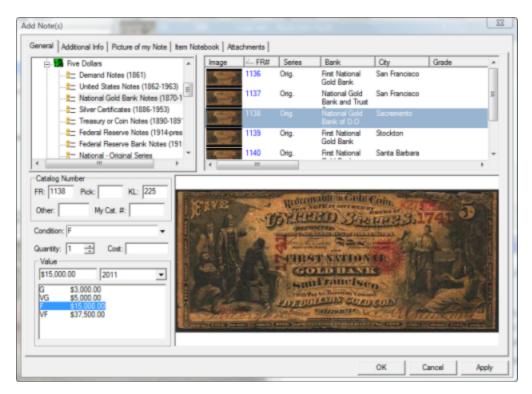
2 Managing Notes

2.1 Creating note records

Manage your collection by recording each note you buy, sell or want.

To add a note

- 1. Click Add Note(s) from the Actions menu.
- 2. Define the note and indicate Condition, Cost, Value and Quantity.



Condition Field:

Either select a condition from the drop-down list, or type in a condition.

GEM UNCIRCULATED (GEM CU): A flawless uncirculated note. It is bright, crisp, well centered, free from any traces of handling. and has no folds, creases or bent corners.

CHOICE UNCIRCULATED (CH CU): An uncirculated note which is brighter and more fresh than normal for its particular issue. Must be fairly well-centered. UNCIRCULATED (UNC): An uncirculated note with brighter than normal coloration and crispness but not quite as fresh looking as a gem uncirculated note. It must have no creases or bent corners.

ABOUT UNCIRCULATED (AU): A clean and bright note with its original sheen but with some minor handling and showing very slight evidence of folds at a corner or through the center.

EXTREMELY FINE (XF): A crisp, good looking note with bright but very slightly faded colors and showing light handling and some folds.

VERY FINE (VF): An attractive note, but with more evidence of handling and wear such as several folds and some dirt and edge wear but with no tears and minimal loss of crispness.

FINE (F): A circulated note exhibiting considerable but not serious signs of wear such as folds, creases and wrinkling. The note will show some loss of crispness and evidence of some discoloration. The overall appearance of the note is still good though.

VERY GOOD (VG): A well circulated, limp note with significant wear, discoloration, some staining, excessive folding, tiny pinholes but with no pieces of the note missing.

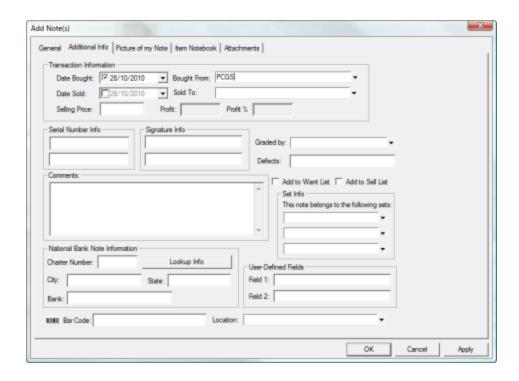
GOOD (G): The term "Good" in the grading of paper currency is almost misleading. This grade refers to a heavily worn used note having several strong folds and creases, discoloration, edge tears, frayed corners, surface abrasions, stains, pinholes, and an overall poor appearance. No large pieces of the note are missing, however.

POOR: This is the lowest grade that can be accorded to a note. Such a note is severely damaged with large pieces missing and showing heavy surface wear, large holes, stains and considerable discoloration.

Catalog Number:

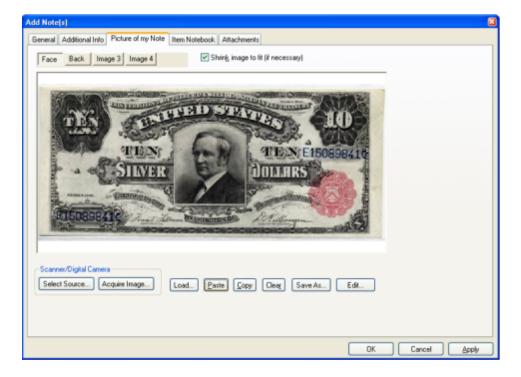
To lookup a note by it's KL (Krause-Lemke) or FR (Friedberg) number, simply enter the catalog number and then either press the 'Tab' key or click outside the edit box.

3. Open the Additional Info tab. You can indicate the purchase, selling and grade information as well as include any comments about the note.



To automatically create a new Dealer (Bought From), Customer (Sold To), Grading Service, Location or Set, simply enter the name instead of picking from the drop-down listbox.

4. If you want to create a picture of your note using a TWAIN compatible scanner, open the Picture of my Note tab.



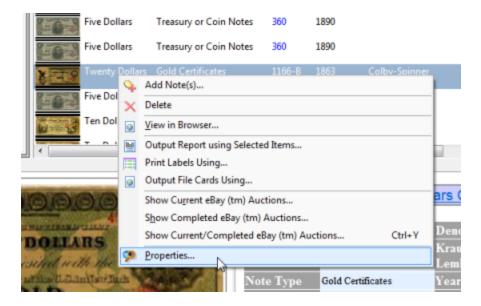
5. When you finish, click **Apply** to add the note and keep the New Note dialog open or click **OK** to add the note and close the New Note dialog.

2.2 Changing Record Info

After you create a note record, you can make changes to the information by opening the Note Properties dialog. You can also move or copy a note from one collection to another using the Move/Copy Note Dialog.

To edit a note

1. Select the note you want to change or view in the right window and double-click on it or click Properties from the Note menu or toolbar.



The Note Properties dialog appears



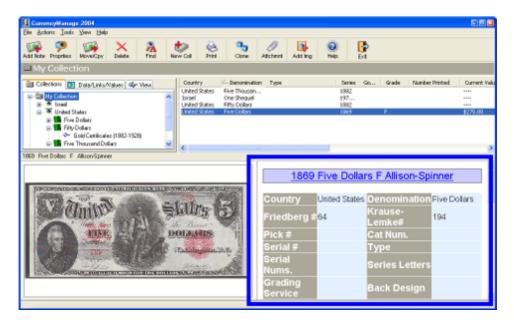
2. Make your changes and then click on the OK button to save, or the Cancel button to discard.

2.3 Printing Records

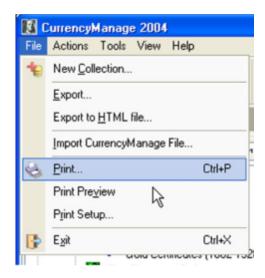
CurrencyManage offers a comprehensive print preview feature that allows you to view the printout before you send it to your printer. You can change the fonts and organize the information you require to control the information that appears on each page.

To Print (or Print Preview) a single item

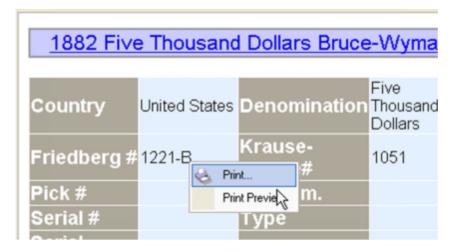
To Print or Preview a single item, it is necessary to set the **Detail View** for the item as the currently active view. This can be done by either clicking in the Detail Window



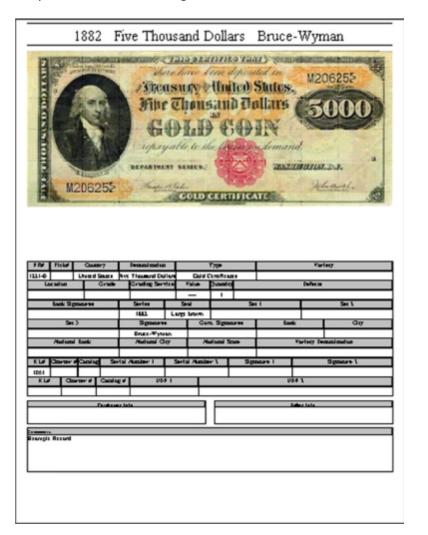
Then select **Print** or **Print Preview** from the **File** menu



Or simply right mouse-click in the Details View and select Print or Print Preview



Output will look something like this:

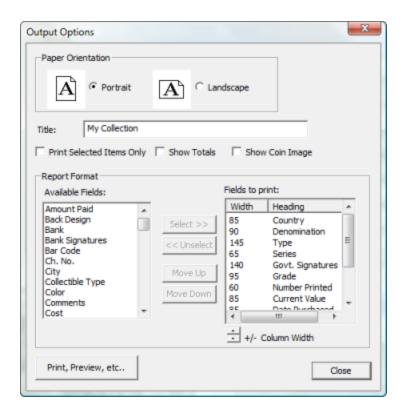


To Print (or Print Preview) the contents of the record list view

Select **Print** from the toolbar or from the **File** menu.

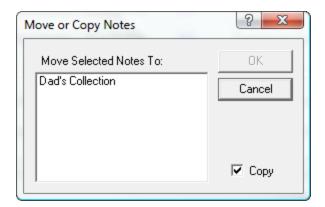
The Print Setup dialog will appear. From this dialog you can:

- Specify which columns you wish to print.
- You can also choose to only print the items currently selected in the list view.



2.4 Moving or Copying Notes

- 1. Select the note you want to move or copy and click Move/Copy Note from the Note menu. The Move or Copy Notes dialog appears.
- 2. Select the collection to which you want to move or copy the note.
- 3. Enable the Copy checkbox to copy the note or disable the checkbox to move
- it. Click OK.

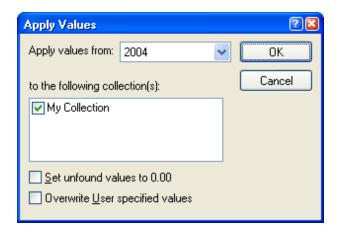


2.5 Using the value manager

You can apply values from the value databases that CurrencyManage provides using the Apply Values to Collections command. Each time you upgrade CurrencyManage, you will receive new value databases as CurrencyManage release them. To use the latest value database for your collections, use this feature.

To apply values to collections

 Click Apply Values to Collection(s) from the Actions menu. The Apply Values dialog appears.



- 2. Select the value database you want to use in the Apply values from field.
- 3. **Overwrite User specified values** will overwrite any values that you have entered manually into the Current Value field. This will only be done if a value is found for the condition specified.
- 4. Mark the collections you want to update. When you finish, click OK.

2.6 Removing notes

You can remove a note from a collection when necessary.



To delete a note

1. Select the note you want to remove and click Delete from the Note menu. CurrencyManage prompts you to confirm the deletion.

2. Deleted Notes are placed into the "Deleted Notes" folder. They are not permanently deleted until the Empty Deleted Notes command is executed.

3 Managing Collections

3.1 What are Collections?

Any collector of notes, either amateur or professional, may want to group their notes. A collection is a group of notes. CurrencyManage provides flexibility, allowing you to use collections in the most convenient manner for you.

Some collectors may want create collections for notes they want, have or sold. Professional collectors may create separate collections for each of their customers. The way collections work for you depends on your needs. Some things to keep in mind when organizing your collections:

- where are the notes physically located?
- do you want to buy, sell or keep the note?
- if your collection is built on gifts, do you want to group them by giver?
- if your business is finding notes for collectors, do you want to group them by buyer?
- Remember, if you change your collections later, you can easily move the appropriate notes into the new collections and remove the obsolete collections.

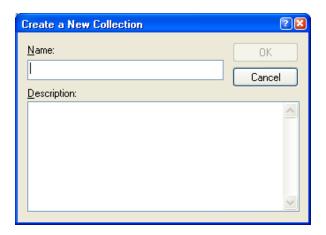
3.2 Creating new collections

You can create collections at any time. A collection consists of a Name, Description and certain fields which appear on the status bar (for a quick summary of value or income). You can change the Description and the status bar fields as necessary. If you need to change the name of the collection, you must remove the collection and create a new one.

- You can create as many collections as you need.
- You can move or copy notes from one collection to another using the Move/Copy Notes command. For more information, see "Managing Notes", earlier in this guide.

To create a collection

1. Click **New Collection** from the **File** menu. The Create a New Collection dialog appears.



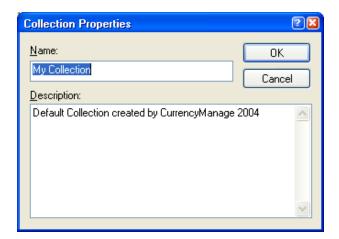
2. Provide a descriptive Name for the collection. You can optionally add information about the collection in the Description area.

3.3 Editing Collections

You can modify the collection's description as well as the information that appears on the status bar when the collection is opened.

To edit a collection

- 1. Select the collection you want to modify in the Collections tab in the main window.
- 2. Click **Properties** from the Note menu. The Collection Properties dialog appears.
- Make changes to the **Description** and status bar information as necessary.



3.4 Removing Collections

You can remove collections at any time. Remember to move your notes to another collection before deleting the collection where they reside.

To remove a collection

- Select the collection you want to delete in the Collections tab on the main window.
- 2. Click **Delete** on the **Actions** menu. CurrencyManage asks you to confirm your deletion.



3. Click **Yes** to remove the collection.

4 How Do I

4.1 Add Bank Note data to the program database?

CurrencyManage 2011 comes with data for over 18,200 notes from the USA and Canada. If you would like to add bank note data not in the pre-defined database, you can use the Types & Varieties Manager feature.

To add new note information using the Types & Varieties Manager

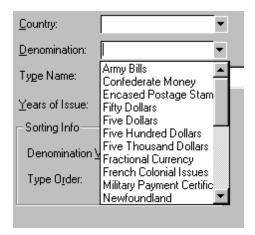
To add new bank note information using the Types & Varieties Manager:

- 1. Click Types and Varieties Manager from the File menu. The Types & Varieties Manager dialog appears.
- 2. To add notes from a new country, type the name of the country into the 'Country' field. To add notes to an existing country, select the country from the pull-down.

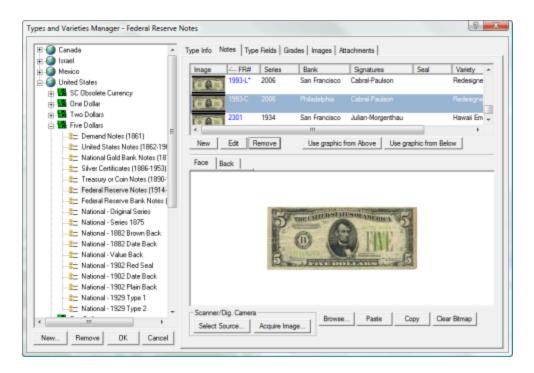


3. To add notes for a new denomination, type the name of the

denomination into the 'Denomination' field. To add notes to an existing denomination, select the denomination from the pull-down.



- 4. Enter the 'Type Name' and 'Years of Issue' (if applicable) into the appropriate fields.
- 5. The 'Denomination Weight' and 'Type Order' fields are used internally for sorting purposes. Lesser denominations should have lower numbers so that they will appear before higher denominations. A denomination with a 'Denomination weight' of 1000 (one dollar) will appear before a denomination with a weight of 10000 (ten dollars). The 'Type Order' field works in a similar fashion. Types that were issued earlier chronologically should have lower numbers. So "One Dollar/Treasury or Coin Notes/1890-91" should have a lower 'Type Order' value than "One Dollar/Federal Reserve Bank Notes/Series 1918".
- 6. Once a new type has been entered, you can start entering varieties for that type. You can do this by clicking on the 'Notes' tab.
- 7. Double-click within the one of the columns and begin entering appropriate information for all the notes that belong to your new type. Use the **Tab** key to move to the next column and the **Enter** key to save the current record and move to the next record.



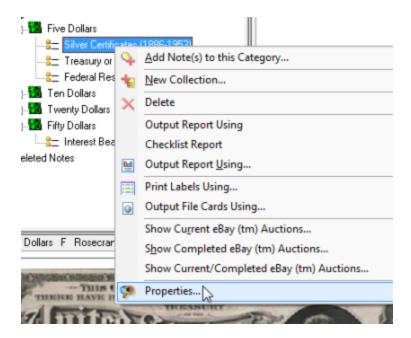
The **Scanner/Digital Camera** buttons are used for scanning in images to be used for the currently selected variety. The **Select Source...** button is used to select which TWAIN-compatible scanner or digital camera will be used when the **Acquire Image...** button is selected. Clicking the Acquire Image button will bring up the dialog associated with your scanner or digital camera.

4.2 Change column settings?

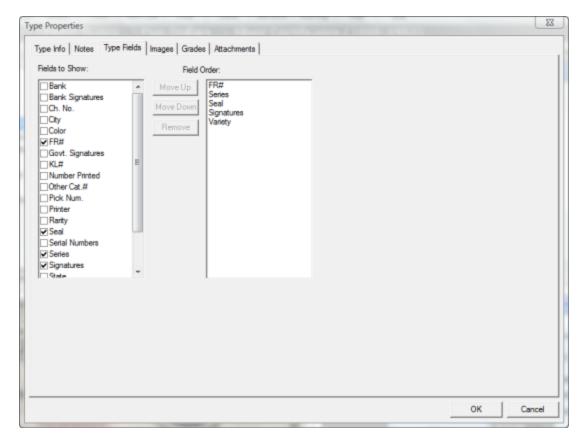
CurrencyManage stores custom column information for **each Type** in the program database. This is why you will see different columns when displaying notes from different Types.

How Do I Change Column Settings for a particular Type?

1. Select the Type whose columns you want to change. Then select Properties... by using right mouse click or from the main menu or toolbar.



2. Click the **Type Fields** tab and change the columns as you wish.



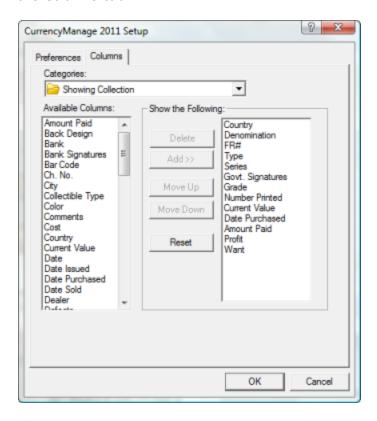
How Do I Change Global Column Settings?

Each collector has different needs and requires different information from CurrencyManage. Liberty Street has kept these differences in mind when

designing CurrencyManage. You can determine the information you need most often or is most important to you.

To specify the information you want to view

From the CurrencyManage Preferences (Tools > Preferences...) dialog, open the Columns tab.



For each category, select and organize the columns you want to see using the following buttons:

Delete—select a column in the Show the Following area and click Delete to remove the column from the display.

Add—select a column in the Available Columns area and click Add to display the column.

Move Up—select a column in the Show the Following area and click Move Up to have the column display further to the left.

Move Down—select a column in the Show the Following area and click Move Down to have the column display further to the right.

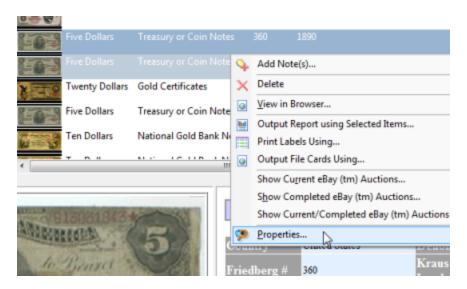
Reset—click Reset to ignore your changes and return to the default column setup.

4.3 Change information for more than one record at a time?

You may occasionally wish to go back and change some information common to more than one note record in your collection. For example, you may wish to add 3 notes to your Want list. Rather than edit each record individually and check the Want checkbox, there is a much easier way to do this.

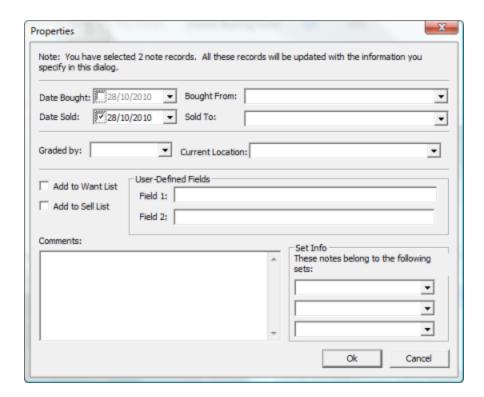
To change information for multiple records

1. Select all the bank note records whose data you wish to change. Then select **Properties** from the main menu or from the right mouse-click context menu.



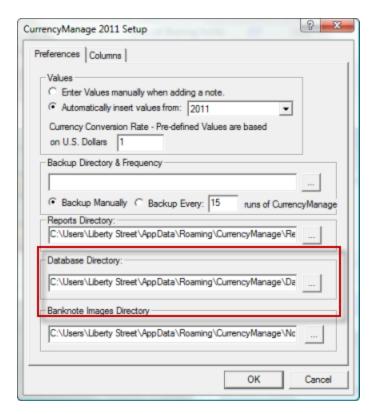
2. Specify the information that will be updated for all the selected records. Note that leaving a field blank will not result in the information for that field be set to empty. The field will retain the data (if any) if contained previously. The example below will result in the 2 selected records being marked as sold on

Oct. 28, 2010.



4.4 Change the Data File Location?

The location of the CurrencyManage data file can be changed from within the **Preferences...** dialog (under the **Tools** menu). Note that it is necessary that there must be a PAPERDB.MDB data file in the new folder, you must then restart the program after changing the location of the program data file.

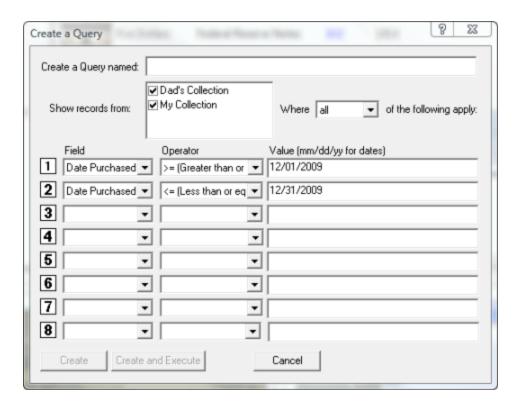


4.5 Create A Query?

Suppose you would like to view all the bank notes that you acquired in December of 2000, or perhaps you would like to view all the bank notes you own that are worth more than 1000 dollars. You can accomplish this by creating a CurrencyManage Query. To create a Query either:

- Select Add Query from the Actions menu or
- Type Ctrl+Q from the keyboard

A valid query requires a name, and at least 1 condition. The **Create** and **Create and Execute** buttons will only be enabled when a valid query has been specified. Below is an example of a query. When executed, this query will display all paper money from the collections selected purchased in December of 2000.



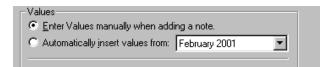
Once a query has been successfully added, it can be viewed in the Queries section as seen below

To execute the Query, simply click on it.

4.6 How is the value of a note determined?

You can allow CurrencyManage to automatically determine the value of a note or you can manually enter the value. If you want CurrencyManage to automatically determine the note's value, specify the value database to use.

- 1. From the CurrencyManage Setup dialog (Tools/Preferences...), choose one of the following options in the Values area:
- enter values manually when adding a note (you determine the value)
- automatically insert values from: (CurrencyManage selects the value using the value database you specify)
- 2. If you selected CurrencyManage to automatically enter the values from a value database, specify the value database to use.



4.7 Retrieve National Bank Note information?

CurrencyManage 2011 contains a table of information on virtually all 14,000+ US National Bank Notes. To enter a National Bank Note:

Click on the "Additional Info" tab within the "Add Note" dialog



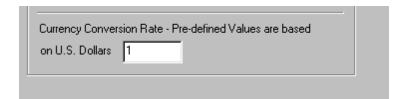
Enter the Charter Number of the Bank Note and then click the "Lookup Info" button



The City, State and Bank information will be automatically entered in the appropriate fields.

4.8 Show values in the currency of my country?

You can select a Currency Conversion Rate for the value database to ensure that the pricing is accurately reflected for your country. CurrencyManage uses the US dollar as the base. If, for example, you reside in Canada, you would enter the amount of money that would equal one US dollar, such as 1.2



To enter the Currency Conversion Rate, choose the File/Preferences... menu item.

4.9 Sort Records?

How Do I Sort Records?

Sorting is simple. Simply click on the column header to sort on a particular column. Click on the header again to toggle the sort from Ascending to Descending and vice-versa.



5 Troubleshooting

5.1 Frequently asked questions

Q: What do "FR#" and "KL#" stand for?

A: "FR#" stands for Friedberg number. This is a popular numbering system for identifying banknotes. "KL#" stands for Krause-Lemke number, which is another numbering system.

Q: Many notes have an asterisk '*' at the end of the FR# or KL#, what does this stand for?

A: Notes with an asterisk '*" are known as "Star Notes", which are notes with a star symbol at the end of the serial number.

Q: CurrencyManage crashes when exiting, or when adding items.

A: This is usually because the Headers.wcd has become corrupted. Delete the file and try running CurrencyManage again.

Q: When trying to run CurrencManage, a message similar to this appears: "The Microsoft Jet database engine cannot open the file ... \CurrencyManage\PAPERDB.mdb. It is already opened exclusively by another user, or you need permission to view its data."

A: This usually happens when a file called PAPERDB.ldb gets corrupted. Delete PAPERDB.ldb (NOT PAPERDB.mdb !!) from your CurrencyManage directory and try running the program again.

Q: How often is CurrencyManage updated?

A: CurrencyManage is updated once every 18 months or so. Updates will cost around \$20 for Electronic Delivery and \$26+Postage for the update delivered on CD-ROM with a printed manual. Yearly updates include improvements to the program, additional database information, and updated values. We will email all customers whenever a new yearly update is available.

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