Color My Life
Organize and Inspire

Items

Item Name
An item must have a name

Category
Pick one from the drop down list

Set
When you want Items to be grouped with other Items

Color Tags
Can be used for searching "like" colored items

Quantity
Know when you need to purchase more

Tags
Add tags for easy searching

Storage Location
Helpful to know where the Item is stored

Manufacturer
Can be used as a filter or sort order

Barcode
This field is used to identify duplicates

Price
Retail or purchased price

Notes
Enter your own notes about the Item

Wishlist
Keep track of future purchases

Need more help?
- We have How-to-Videos
- Join our FB group CML Insiders
- Check our Support Page for more Tips & Tricks, Barcode Catalog content, and known app issues

Screenshot 1 — Add new item
- 7:28 ◀ Search
- Add new item
- Search | Scan Barcode
- Name this Item
- Select category
- Add to set
- Colors
- 1
- Add tags
- Item is stored here
- Manufacturer
- Barcode
- Price
- Notes
- Add to wishlist

Screenshot 2 — Add new item
- 7:31 ◀ Search
- Add new item
- Down On The Farm, 12 Designs/2 Each -...
- Paper/Cardstock
- Add to set
- (colors)
- 1
- cow | barn | farm | animals | flowers | plaid
- 6x6 paper bin
- Doodlebug
- 842715060050
- 6.99
- Notes
- Add to wishlist

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Adding Items

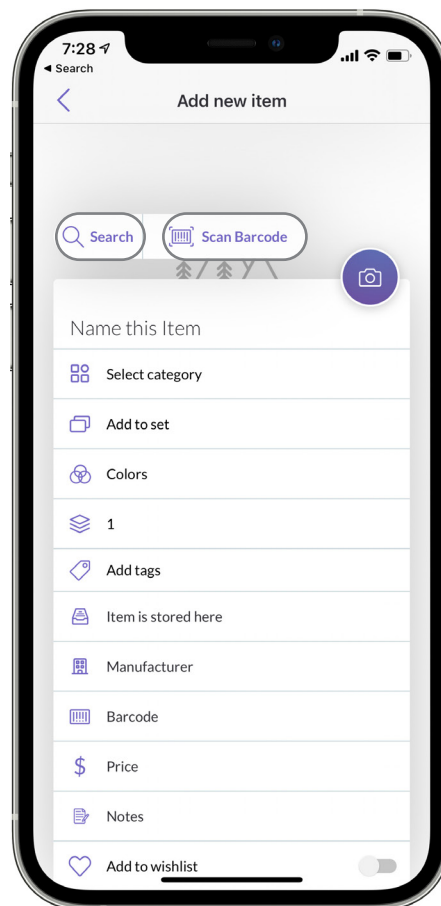### Search the Barcode Catalog

3 Options

Enter Manually
Name the item and select a Category from the Drop down list, all other fields are optional

Scan a Barcode
Tap [Scan Barcode]
to scan a barcode and when found, the Item details will automatically be populated

Search the Barcode Catalog
Tap on [Search]

Add new item

[Search]   [Scan Barcode]

Name this Item

- Select category
- Add to set
- Colors
- 1
- Add tags
- Item is stored here
- Manufacturer
- Barcode
- $ Price
- Notes
- Add to wishlist

Tip: Good practice to scan/populate the barcode value even when not found in our database; this field is used to check for duplicates

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Search Criteria
A value must be entered to search; multiple words are treated separately with the "AND" condition

[Search]

Filter
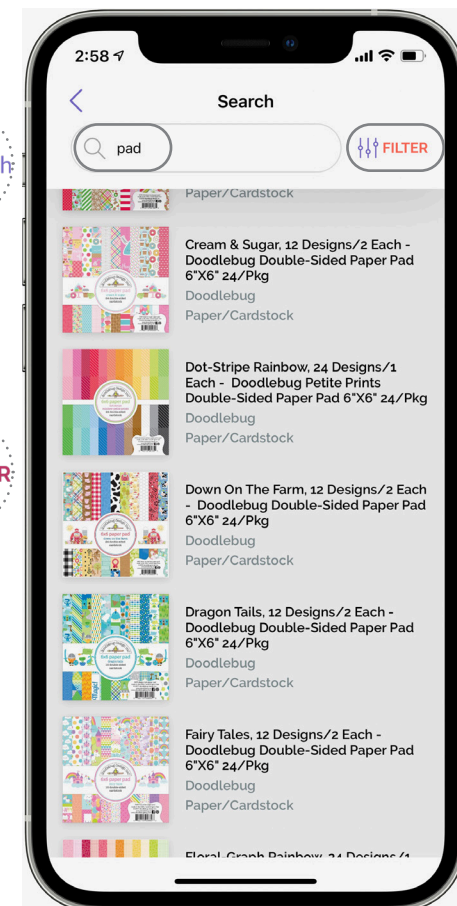Narrow the results by adding a filter such as Manufacturer and Category

[FILTER]

Tap on Item to view details and either:
- tap "Add item"
- tap the back button to return to search results without adding

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Search

[pad]   [FILTER]

Cream & Sugar, 12 Designs/2 Each - Doodlebug Double-Sided Paper Pad 6"X6" 24/Pkg
Doodlebug
Paper/Cardstock

Dot-Stripe Rainbow, 24 Designs/1 Each - Doodlebug Petite Prints Double-Sided Paper Pad 6"X6" 24/Pkg
Doodlebug
Paper/Cardstock

Down On The Farm, 12 Designs/2 Each - Doodlebug Double-Sided Paper Pad 6"X6" 24/Pkg
Doodlebug
Paper/Cardstock

Dragon Tails, 12 Designs/2 Each - Doodlebug Double-Sided Paper Pad 6"X6" 24/Pkg
Doodlebug
Paper/Cardstock

Fairy Tales, 12 Designs/2 Each - Doodlebug Double-Sided Paper Pad 6"X6" 24/Pkg
Doodlebug
Paper/Cardstock

Floral Graph Rainbow, 24 Designs /1

Tip: To add multiple items (e.g. entering a collection of ink pads), after tapping Add Item, select "Add another item" to be returned to the Search results

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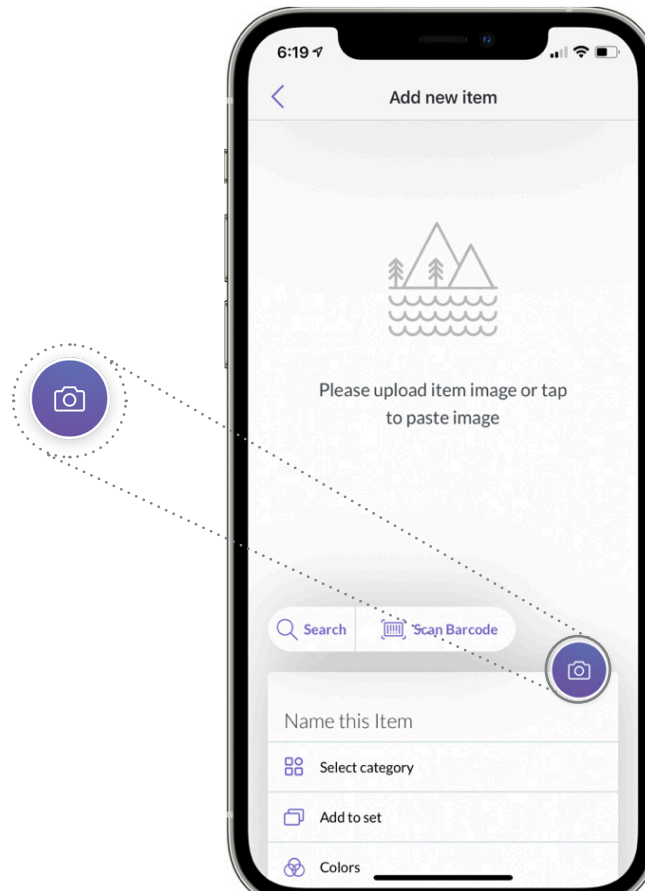
Adding Images to Items

Take a Photo
Tap on the camera icon and use your camera to take a photo of the item

Select an Existing Photo
Tap on the camera icon and pick an image from your device's photo gallery

Tip: Images can be zoomed and panned

Paste an Image
Copy an image from any other application (i.e. web browser) on your device and tap anywhere on the image area to paste

Tip: More than one image can be added to an Item such as inspirational examples of the product

Tip: Images can be pasted from your computer using a universal clipboard: more information can be found in our how-to videos here

Screen content:
6:19

Add new item

Please upload item image or tap to paste image

Search   Scan Barcode

Name this Item

Select category

Add to set

Colors

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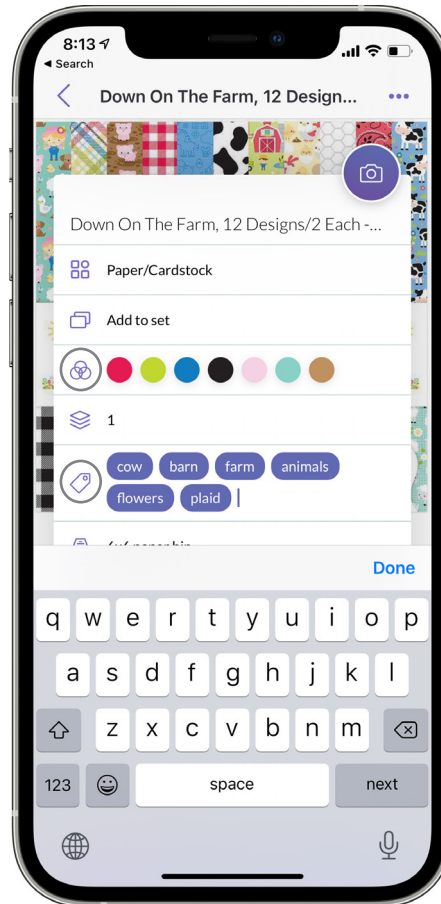# Color My Life®
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Adding Tags to Items

Add Tag
Enter a tag, then tap *Next* to enter another tag or *Done* when *finished*

💡 **Tip:** For best search results, tags should be entered individually rather than one long tag

💡 **Tip:** To delete a tag, tap on it and the background color will change; then tap delete
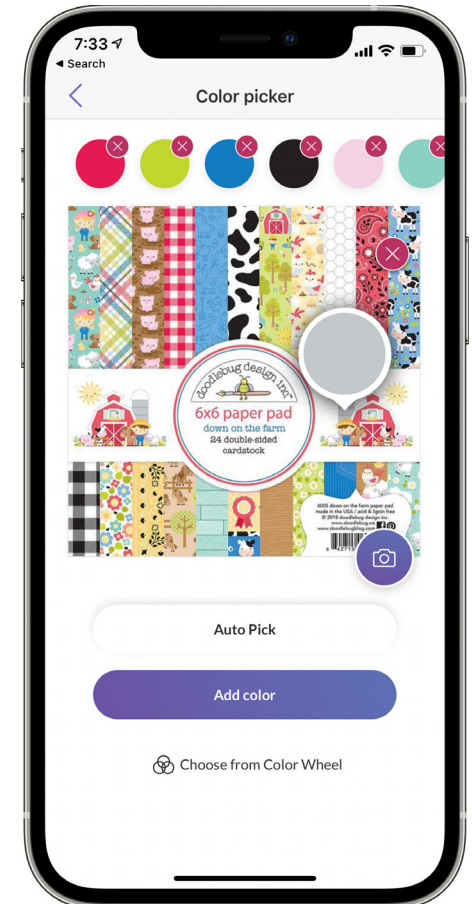
Color Tags
Add Color tags from the Item's image or from the Color Wheel

Auto Pick
The top 6 colors will automatically be picked from the image

Manually Pick Color
Slide the color bubble around the image to the desired color, then tap *Add color*

💡 **Tip:** To improve color tag selection, remove color tags from auto pick and manually add additional colors

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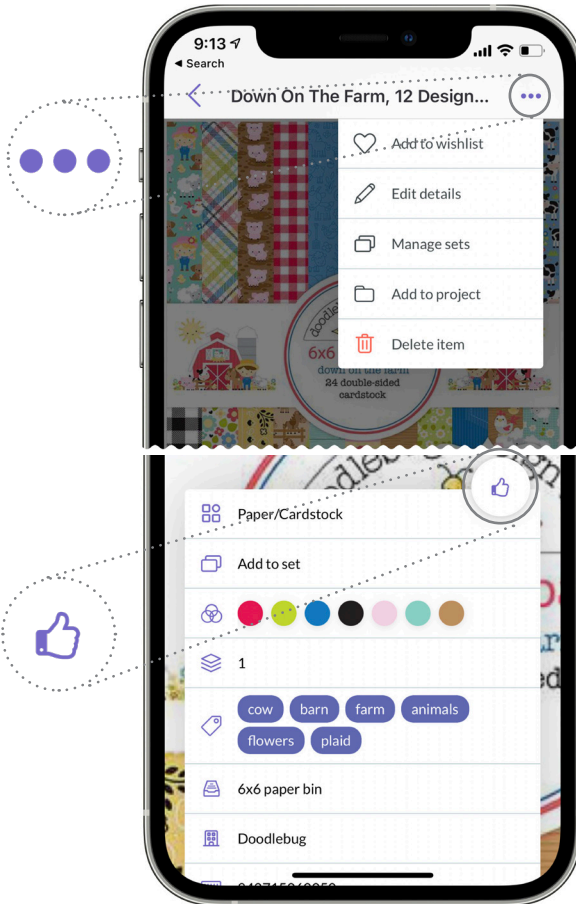- Check our Support Page for more Tips & Tricks, Barcode Catalog content, and known app issues

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Menu Options

When viewing an Item, tap on the menu icon to display options:

- Add to Wishlist
- Edit details
- Manage Sets
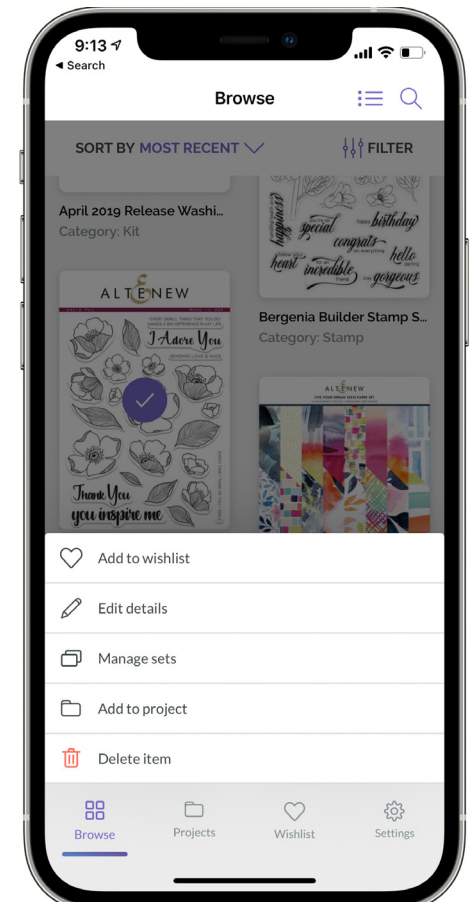- Add to Project
- Delete Item

Favorites

Tap on icon to rate your favorites:

like   love   really love!

Tip: When picking your favorite Items, try using **Sort by**: Most Liked

Long Press

A long press on an Item will also bring up the menu options

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