

# TRACK IT! Stamps Index

TRACK IT! Stamps is designed to let you catalog, organize and track your stamp collection.

## Main Window

- View Box
- Stamp List Box
- Add
- Edit
- Delete
- Search
- Next
- Report
- Help
- Close

## Stamp Input Dialog

- Country
  - Adding
  - Finding
- Face Value
- Market Value
- Description
- Catalog
- Year
- Quantity
- Date Acquired
- Topic
- Type
- Group
- Condition
- Miscellaneous
- Cancellation
- Update
- Cancel
- Clear
- Help

## Search Dialog

## Report Dialog

- Sort By
- Style
- Print
- View
- Help

## Maintenance List Dialog

## Menu Commands

- File (Menu)
  - Add (Menu)
  - Edit (Menu)
  - Delete (Menu)
  - Maintenance (Menu)
  - Exit(Menu)

**Report (Menu)**

**Help (Menu)**

**Contents (Menu)**

**About (Menu)**

## **View Box**

The View Box consists of several descriptive fields of the current highlighted stamp on the main window. The View Box is located at the top of the main window and consists of the following descriptive fields: Country, Description, Face Value, Year, Group, Catalog, Type, Condition, Market Value and Comments.

## Stamp List Box

This lists a portion of the stamps that have been entered and recorded. You may scroll through these at will to find, view, change or delete the desired stamp. The active stamp will be highlighted and information pertaining to it will appear above in the **View Box**. The Stamp List Box displays the Country, Face Value, Year and Description. You may double click on a stamp to edit it or you may select the **Edit Button** to edit the highlighted stamp.

## **Add**

Selecting the Add Button takes you to the **Stamp Input Dialog**. All fields will be set to their initial default values (mostly blank). Information can now be entered about a stamp.

## **Edit**

Selecting the Edit Button takes you to the **Stamp Input Dialog**. All fields will be set to the values entered previously for the particular stamp selected. Information can now be modified if desired.

## Stamp Input Dialog

This allows you to enter all the information about a particular stamp or group of stamps. Information includes the **Country**, **Face Value**, **Market Value**, **Description**, **Catalog**, **Year**, **Quantity**, **Comments**, **Date Acquired**, **Topic**, **Type**, **Group**, **Condition**, **Cancellation** and **Miscellaneous** items. These characteristics can be **cleared** for an easy start-over of entering the stamp information as well as **Canceling** the whole input. An easy method for **adding** new countries and for stamp identification in **finding** countries is also available.

## **Delete**

Selecting the Delete Button allows you to remove the selected stamp from the data base. You will be prompted to make sure that you want to delete the stamp before actual deletion takes place.



## **Close**

Selecting the Close Button terminates the program.

## Search

Selecting the Search Button activates the **Search Dialog**. You may enter a variety of search information to locate the desired stamp. After a search has been initiated and a match has been found, the **Next Button** will become enabled. You may then use the Next Button to find subsequent matches of the same search criteria that you had previously entered.

## **Next**

The Next Button is only available after an initial search has been performed. Selecting the Next Button tells the program to search for the next occurrence of the prior search criteria. You may continue to use the Next Button to keep finding additional occurrences until all have been found.

## **Help**

Selecting the Help Button activates the help system. The help system displays the main topic of the area from where help was selected.

## Report

Selecting the Report Button activates the Report Dialog. You may view and print a variety of reports.

## Search Dialog

The Search Dialog allows you to enter search criteria to locate a given stamp. The following information can be searched upon: **Country**, **Face Value**, **Description**, **Catalog**, **Year**, **Comments**, **Topic**, **Type**, **Group** and/or **Condition**. You may select to search on one item or multiple items. For example, if you want to search for all 1990 stamps, then enter 1990 in the Year field. If you wanted to search for all 1990 stamps from Bulgaria, then enter 1990 in the Year field and select Bulgaria in the Country field. Where text is entered, you need only enter that portion of the text that you want a search to take place on. For example, under description, you could enter "flower" to find all stamps that had the word "flower" in the description. This would find all descriptions with "flower" and "flowers". If you just wanted to find "flowers", then you would enter "flowers".

Once the search criteria has been entered, you select the OK Button and the search immediately takes place. If for some reason you decide that you do not want to perform a search after all, then you may select the Cancel Button. The Clear Button is available as a tool to quickly clear all the search fields so different search criteria can be entered. Once search criteria has been entered, it is remembered so that the next time you want to perform a search, the last search criteria used will be present.

## Report Dialog

The Report Dialog allows you to view or print a variety of reports. The report type is determined by selecting a Sort Order and a Report Style.

## **Add (Menu)**

Selecting Add from the Menu performs the same operation as the **Add Button**.



## **Edit (Menu)**

Selecting Edit from the Menu performs the same operation as the **Edit Button**.

## **Delete (Menu)**

Selecting Delete from the Menu performs the same operation as the **Delete Button**.

## **Maintenance (Menu)**

Selecting Maintenance from the Menu activates the **Maintenance List Dialog**. Here you may maintain a list of Countries and Topics for your stamps. The software comes with predefined countries and topics which are commonly used. You may however, at your discretion, add new countries and topics or remove them. If you are only collecting three kinds (topics) of stamps, then you may wish to list just those topics as all others will have no meaning. Alternatively, if you are collecting stamps from only one country, you may wish to list just this country.

## **Exit (Menu)**

Selecting Exit from the Menu terminates the program.

## **Report (Menu)**

Selecting Report from the Menu performs the same operation as the **Report Button**.

## **File (Menu)**

Selecting File from the Menu brings up a submenu consisting of **Add**, **Edit**, **Delete**, **Maintenance** and **Exit**.

## Help (Menu)

Selecting Help from the Menu brings up a submenu consisting of [Contents](#) and [About](#).

## **Contents (Menu)**

Selecting Contents from the Menu invokes the help system and brings you to the Index within it.



## **About (Menu)**

Selecting About from the Menu displays the version number of the program and the copyright notice.

## **Maintenance List Dialog**

The Maintenance List Dialog allows you to maintain a list of Countries and Topics for your stamps. The software comes with predefined countries and topics which are commonly used. You may however, at your discretion, add new countries and topics or remove them. If you are only collecting three kinds (topics) of stamps, then you may wish to list just those topics as all others will have no meaning. Alternatively, if you are collecting stamps from only one country, you may wish to list just this country.

You may add a country by filling in the country edit box and then selecting the Add Button. To delete a country, you highlight the desired country inside the list box and then select the Delete Button. If you wish to modify a country, you will need to first delete it, then add it back in with the correct spelling. You may add, remove and modify Topics in the same manner.

## Finding Countries

When beginning as a stamp collector, it is not always easy to identify which country a stamp originates from. The following list shows many of the common markings found on stamps and indicates the country of origin. As you become acquainted with stamps, many of these will become familiar to you and you will not need to reference this list.

### A

AFGHAN  
Afghanistan  
AFGHANES  
Afghanistan  
ALGERIE  
Algeria  
ANTIOQUIA  
Columbia  
APAXMAI  
Greece  
A PAYER TE BETALEN  
Belgium  
APURIMAC  
Peru  
AVISPORTO  
Denmark  
AYACUCHO  
Peru

### B

BAHAWALPUR  
Pakistan  
BAHRAIN  
India  
BAMRA  
India  
BERCELONA  
Spain  
BARWANI  
India  
BASEL  
Switzerland  
BATYM  
Batum  
BEHAEHCKAR  
Russia  
BELGIE  
Belgium  
BELGIQUE  
Belgium  
BELGISCH CONGO  
Belgian Congo  
BHOPAL  
India  
BHOR  
India  
BIJAWAR  
India  
BOGCHAH

Yemen  
BOGACHES  
Yemen  
BOLIVAR  
Columbia  
BOYACA  
Columbia  
BRASIL  
Brazil  
BUENOS AIRES  
Argentina  
BULGARIE  
Bulgaria  
BUNDESPOST  
German Federal Republic  
BUNDI  
India  
BUSSAIR  
India  
**C**  
CAHATOPyMb  
Bulgaria  
CAMBODGE  
Cambodia  
CAMBODIA  
French Indo-China  
CAMPECHE  
Mexico  
CAUCA  
Columbia  
CCCP  
Russia  
CENTIMOS  
Spain  
CESKOSLOVENSKO  
Czechoslovakia  
CHALA  
Peru  
CHAMBA STATE  
India  
CHAKHARI  
India  
COCHIN  
India  
COLIS POSTAL  
Belgium  
COMUNICACIONES  
Spain  
COMORES  
Comoro Islands  
CONGO BELGE  
Belgian Congo  
CORDOBA  
Argentina  
COREA  
Korea

CORREO CHANADINA

Columbia

CORRIENTES

Argentina

COSTA ATLANTICA

Nicaragua

COTE D'IVOIRE

Ivory Coast

CPbNJA

Serbia

CPNCKA

Serbia

CTOTNHKN

Bulgaria

CUERNAVACA

Mexico

CUNDINAMARCA

Columbia

CUZCO

Peru

C.X.C.

Jugoslavia

## D

DANMARK

Denmark

DEUTSCHE FELDPOST

Germany

DEUTSCHE REICHG

Germany

DEUTSCHOSTERREICH

Austria

D'HAITI

Haiti

DHAR

India

DISTRITO 18

Peru

DOPLATNE

Czechoslovakia

DRZAVA

Jugoslavia

DRZAVNA

Jugoslavia

DUTTIA

India

## E

EESTE

Estonia

EESTI

Estonia

EE. UU. DE C.

Columbia

EGYPTE

Egypt

EGYPTIENNES

Egypt  
EINZUZIEHEN  
Danzig  
EIRE  
Ireland  
ENAPIOMON  
Greece  
EONIKH  
Greece  
EPMAKb  
South Russia  
ESCUELAS  
Venezuela  
ESPANA  
Spain  
ESPANOL  
Spain  
ESTADO DA INDIA  
Portuguese India  
ETAT FRANCAIS  
France  
ETHIOPIE  
Ethiopia  
ETHIOPIENNES  
Ethiopia

## **F**

FARIDKOT  
India  
FEZZAN  
Libya  
FILIPINAS  
Phillipines

## **G**

GENEVE  
Switzerland  
GEORGIE  
Georgia  
GEORGIENNE  
Georgia  
GRAND LIBAN  
Lebanon  
GRONLAND  
Greenland  
GUADALAJARA  
Mexico  
GUANACASTE  
Costa Rica  
GUINE  
Guinea  
GWALIOR  
India

## **H**

HAUTE VOLTA  
Upper Volta  
HELVATIA

Switzerland  
HIRLAPJEGY  
Hungary  
HnEIPOE  
Epirus  
HOBy  
Montenegro  
HOLKAR  
India  
HRVATSKA  
Croatia or Jugoslavia  
HYDERABAD  
India

## I

IDAR  
India  
IIAPA  
Serbia or Montenegro  
IIAPE  
Serbia or Montenegro  
IETb  
Bulgaria  
IIOPTO MAPKA  
Serbia  
IIWTA IIAPA  
Serbia  
IIOYIIIA  
Russia  
IIOYTA  
Russia  
INDE  
French India  
INDOCHINE  
Indo-China  
INDORE  
India  
INSTRUCCION  
Venezuela  
IRANIENNES  
Iran  
ISLAND  
Iceland  
ISTRIA  
Jugoslavia  
ITALIA  
Italy  
ITALIANE  
Italy

## J

JAIPUR  
India  
JAVA  
Dutch Indies  
JEEND STATE  
India

JHALAWAR

India

JHIND

India

## **K**

KAMERUN

Cameroons

KARJALA

Karelia

KASHMIR

India

KATHIRI

Aden

KGL. POST FRM

Denmark

KISHANGARH

India

KLAIPEDA

Memel

KORCA

Albania

KORCE

Albania

KPHTH

Crete

KROON

Estonia

K.U.K. FELDPOST

Austria

KUWAIT

Kuwait

## **L**

LAIBACH

Jugoslavia

LAS BELA

India

LATVIJ'A

Latvia

LATWIJA

Latvia

LIBAN

Lebanon

LIBANAISE

Lebanon

L'OCEANIA

French Oceania

LUXEMBOURG

Luxemburg

## **M**

MACAU

Macao

MACAV

Macao

MAGDLENA

Columbia



MAGYAR  
Hungary  
MAGYARORSZAG  
Hungary  
MARIANEN  
Marianna Islands  
MARRUECOS  
Spannish Morocco  
MAURITANIE  
Mauritania  
MEJICO  
Mexico  
MENGE  
Outer Mongolia  
MN  
Korea  
MOCAMBIQUE  
Mozambique  
MORA  
Ukraine  
MORVI  
India

**N**

NABHA  
India  
NACIONES UNIDAS  
United Nations  
NANDGAM  
India  
NED. ANTILLEN  
Netherlands Antilles  
NEDERLAND  
Netherlands  
NED. INDIE  
Dutch Indies  
NEZAVISNA  
Croatia  
NEEUW GUINEA  
Dutch New Guinea  
NOPTO PORTO  
Serbia  
NORGE  
Norway  
NOUVELLE CALEDONIE  
New Caledonia  
NOUVELLE HEBRIDES  
New Hebrides  
NOWANUGGUR  
India  
NOYT MAPKA  
Azerbaijan  
NOYTA  
Russia

**O**

OAHAMAPKA

Finland  
OAXACA  
Mexico  
OCEANIE  
French Oceania  
OESTERREICH  
Austria  
OFTERREICH  
Austria  
OSTERREICH  
Austria  
OFFENTLIG SAK  
Norway  
OIL RIVERS  
Niger Coast  
OKCA  
Russia  
ORCHA  
India  
OTTOMANES  
Turkey

**P**

PATIALA  
India  
P.C.C.P.  
Russia  
PERSANE  
Persia  
PERUANA  
Peru  
PILIPINAS  
Phillipines  
PINGIN  
Ireland  
POCCIR  
Russia  
POLSKA  
Poland  
PREUSSEN  
Prussia  
PUTTIALA  
India

**Q**

QARKU  
Albania  
QINDAR  
Albania  
QINTAR  
Albania  
QU'AITI  
Aden

**R**

RAROTONGA  
Cook Islands  
REICHSPPOST

Germany  
REP. DI S. MARINO  
San Marino  
REPUB. FRANC  
France  
REPUBLIQUE FRANCAISE  
France  
REPUBLICA DOMINICANA  
Dominican Republic  
REPUBLICA ORIENTAL  
Uruguay  
RETYMNO  
Crete  
ROMAGNE  
Romania  
ROMANA  
Romania  
ROMANIA  
Romania  
R.S.M.  
San Marino  
RUANDA  
Belgian East Africa

**S**

SAARGEBIET  
Saar  
SAHARA ESPANOL  
Spanish Western Sahara  
SAHARA OCCIDENTAL  
Spanish Western Sahara  
SANTANDER  
Columbia  
SARKARI  
India  
SAURASHTA  
India  
SEGNATASSE  
Italy  
SEN  
Japan  
SN  
Japan  
SHQUIPENIA  
Albania  
S.H.S.  
Jugoslavia  
SIBERSKE  
Siberia  
SIRMOOR  
India  
S. MARINO  
San Marino  
SOKOLSKI SLET  
Jugoslavia  
SOMALIA  
Italian Somaliland

SONORA

Mexico

SORUTH

India

SOUDAN FRANCAIS

French Sudan

SOURASHTRA

India

STOTHHKH

Bulgaria

SUIDAFRIKA

South Africa

SUIDWES AFRIKA

South West Africa

SUOMI

Finland

SVERIGE

Sweden

SWAZIELAND

Swaziland

SYRIE

Syria

SYRIENNE

Syria

**T**

TCHAD

Chad

TELEGRAFOS

Philippine Islands

TOGA

Tonga

TO PAY

Great Britain

TOSCANO

Tuscany

TRAVANCORE

India

TUNIS

Tunisia

TUNISIE

Tunisia

TURK

Turkey

TURKIYE

Turkey

**U**

UAPCTBO

Bulgaria

**V**

VALLEES D'ANDORRE

Andorra

VATICANE

Vatican City

VENEZ

Venezuela

VENEZOLANO  
Venezuela  
VETEKEVERRIA  
Albania

**W**

WADHWHAN  
India  
WENDEN  
Russia

WN  
Korea

WON  
Korea

WUN  
Korea

**X**

XEJEPА  
Montenegro

**Y**

YCTAB  
Montenegro

YEN  
Japan

YN  
Japan

YKPAHCbKA  
Ukraine

**Z**

ZELAYA  
Nicaragua

ZUIDWEST AFRIKA  
South West Africa

## **Adding Countries**

Selecting the Add Button from the Stamp Input Dialog activates the Maintenance List Dialog. Here you may maintain a list of Countries and Topics for your stamps. The software comes with predefined countries and topics which are commonly used. You may however, at your discretion, add new countries and topics or remove them. If you are only collecting three kinds (topics) of stamps, then you may wish to list just those topics as all others will have no meaning. Alternatively, if you are collecting stamps from only one country, you may wish to list just this country.

## Country

This is where you select the stamp's country of origin. If the country is not in the list of countries, then you may select the **Add Button** where you can add the country to the list. If you are unsure of what country the stamp comes from, you may select the **Find Button** which may be able to assist you in locating the country.

## **Face Value**

This is the value of the stamp that is printed on the stamp.



## **Market Value**

This is the actual worth of the stamp if it were to be sold.

## **Description**

This is a description of the stamp. This may be a simple description of what is on the stamp, words that appear on the stamp or just about anything you wish to enter that will distinguish this stamp from others.

## **Catalog**

Many stamps have been given catalog numbers by different organizations. If you use the cataloging system of one of these organizations, then you can enter the catalog number for the given stamp.

**Year**

This is the year that the stamp was issued.

## **Quantity**

This is the number of stamps that you have that fit the particular description. Remember, if the condition is different between several of the same stamp, you probably would want to list them separately.

## **Comments**

This is for adding any additional comments you would like to make about the stamp.

## **Date Acquired**

This is the date that you acquired the stamp.

## Topic

It is possible to group stamps by topics and many collectors do indeed collect by topic. Many possible topics are available. Some would include stamps that deal with Space, Cats, Fish, Flowers, Art, or Maps. Because of the wide range of topics available, it is possible to create and modify the list of topics. You may modify this list by selecting the **Maintenance** command under the **File** command in the menu. Alternatively, the **Add Button** located in the **Country** block also takes you to the **Maintenance List Dialog**.



## **Cancellation**

The cancellation group consists of two options: Used or Unused.

A **used** stamp is simply one that has been used and shows a cancellation mark on it.

An **unused** stamp is one that has no cancellation mark on it and does not any other sign that it has been used.

## Stamp Type

Stamps fall under several category types. Listed below are some of the most common types collected.

### Regular

These are stamps that typically are produced year after year without change and are the most common type of stamp to be found.

### Commemorative

These are stamps that honor anniversaries, special events, and important people. These stamps are usually produced and sold for a fixed length of time.

### Coil

These are stamps that come in rolls. Rolls of stamps are intended for dispensers and vending machines.

### Air Mail

These are stamps that are used to send mail overseas and out of the country of origin. These usually have the words "Air Mail" right on the stamp.

### Special Delivery

These are stamps that are used for special delivery of mail and usually contain the words "Special Delivery" right on the stamp.

### Postage Due

These are stamps that are applied to a letter by the local post office indicating that additional postage is due before the letter can be received.

### Revenue Stamp

These are stamps that are used for collecting taxes on special papers or products. These are not postage stamps.

### Official Stamp

These are stamps that are provided for each of the government departments which are valid as prepayment for official government mailing.

## Stamp Grouping

Stamps can be collected in different groupings which include the following:

### Single

This is a single stamp and your collection will usually be largely comprised of single stamps.

### Se-tenant

This is a pair, strip or block of stamps that are connected together which may differ in design, value or surcharge.

### Block

This is a group of stamps that are connected together that is at least two stamps wide and two stamps high.

### Booklet Pane

This is a sheet of stamps that has been designed and cut to fit inside booklets of stamps. These booklets are commonly found in stamp vending machines.

### Pane

This is a portion of a sheet of stamps and can vary in size.

### Sheet

This is an entire page (sheet) of stamps as produced by the postal service.

### Envelope

This is a pre-stamped envelope where the stamp is built right into the envelope.

## Condition

Stamps fall into several categories of conditions. The value of the stamp is effected by the rarity of the stamp and the condition of the stamp. Stamps in better condition will obviously be worth more than those that are not. Listed below are the common conditions used in rating stamps.

### Superb

This is a stamp that must be perfect. The color must be bright and the stamp must be clean. It must be perfectly centered and all perforated teeth must be present. A thin spot, crease or tear would disqualify a stamp from being Superb. The full original gum must be present on a mint stamp and used stamps must be lightly and clearly canceled.

### Very Fine

This is a stamp which is considered above average and is close to being considered Superb. The color must not be faded and it should not be soiled. It must be well centered but does not need to be perfectly even. All perforated teeth must be present and the paper should not have any defects in it. The full original gum must be present on a mint stamp and used stamps should be lightly cancelled.

### Fine

This is a stamp which is desirable, but is not usually as bright or well centered as a Very Fine stamp. The margins on the stamp are usually not very even. All perforated teeth must be present, but some may be short. The full original gum must be present on a mint stamp and used stamps may be heavily cancelled, but must not render important parts of the stamp unreadable.

### Good

This is a stamp that is often way out of center and heavily cancelled. It may be lightly creased. It cannot have any tears or thin spots on it. This is the average stamp which is contained in most approval packets and books.

### Poor

This is a stamp which is heavily cancelled and perforations may go deep into the design of the stamp. Perforations may be missing and the stamp may be heavily creased or slightly torn. These stamps are many times referred to as "Filler" stamps--meaning that you use them for filler in your collection until you can find a better one to replace it.

### Bad

This is a stamp which is in terrible condition. It is usually ripped or may have a portion of the stamp missing or other extreme faults are present. Bad and Damaged usually describe the same kind of stamp.

### Damaged

This is a stamp which is in terrible condition. It is usually ripped or may have a portion of the stamp missing or other extreme faults are present. Bad and Damaged usually describe the same kind of stamp.

## **Miscellaneous**

There are many miscellaneous categories for stamps. Some of the more popular ones are listed below and explained.

### **Overprint**

This is a stamp which has had some printing placed over the original stamp. Overprints are commonly used at times when a change in government occurs or a country is taken over by another in a war.

### **Precancel**

This is a stamp where the cancellation has been applied before it has been mailed.

### **Surcharge**

This is a stamp that has been overprinted where the overprint changes the face value of the stamp.

### **First Day Cover**

This is an envelope containing a stamp that has been cancelled on the first day that the stamp was issued.

### **Souvenir Card**

This is a card that was issued as a souvenir of the philatelic (stamp collector) gatherings. It was usually distributed at such gatherings. It is not valid for postage.

### **Postal Card**

This is a post card that contains the stamp (postage) on it. The price of the postage is included in the cost of the card.

### **Pen Cancellation**

This is a stamp that has been cancelled by use of a pen. This usually occurred prior to the use of modern post office cancellation equipment. Pen cancellation usually consisted of a line drawn through the stamp, initials or full names by the postal employee.

## **Stamp Update**

Selecting the Update Button saves all the information about the stamp and returns you to the main window.

## **Stamp Cancel**

Selecting the Cancel Button aborts any changes you have made regarding the stamp. You are returned to the main window.

## **Stamp Clear**

Selecting the Clear Button removes all information about the stamp that may have been entered and sets all values to the initial default values.



## Support

### Registration

Registration of **Track It! Stamps** will bring you the latest version of the program, a printed manual and removal of shareware screens and watermarks.

### Support

Insight Software Solutions offers a three month period during which any reported major problems with the software will be updated for free. If a major problem cannot be resolved, then a refund of money will be made. Support is offered through the following channels:

Mail:

Insight Software Solutions  
P.O. Box 354  
Bountiful, UT 84011-0354

Phone: 801 295-1890

Fax: 801 299-1781

CIS: [71672,3464] (Compuserve)

BBS: 801 963-8721 (Join Conference 4)

Note: CIS & BBS are usually monitored daily.

## Sort By

You may have your reports sorted in one of six ways. These are as follows:

### Country

This will generate a report where the stamps are grouped by country. A subheading consisting of the stamp's country of origin will appear above all stamps from that country. A list box is available so that you can print out the stamps for a single country if desired. You may wish to do this after updating stamps for a particular country instead of printing the entire list out again. To print an entire list, you would select the **ALL COUNTRIES** choice in the list box.

### Topic

This will generate a report where the stamps are grouped by topic. A subheading consisting of the stamp's topic will appear above all stamps in that topic. A list box is available so that you can print out the stamps for a single topic if desired. You may wish to do this after updating stamps for a particular topic instead of printing the entire list out again. To print an entire list, you would select the **ALL TOPICS** choice in the list box.

### Stamp Type

This will generate a report where the stamps are grouped by stamp type. A subheading consisting of the stamp's type will appear above all stamps of the given type. A list box is available so that you can print out the stamps for a single type if desired. You may wish to do this after updating stamps for a particular type instead of printing the entire list out again. To print an entire list, you would select the **ALL TYPES** choice in the list box.

### Group

This will generate a report where the stamps are grouped by a group. A subheading consisting of the stamp's group will appear above all stamps for that particular group. A list box is available so that you can print out the stamps for a single group if desired. You may wish to do this after updating stamps for a particular group instead of printing the entire list out again. To print an entire list, you would select the **ALL GROUPS** choice in the list box.

### Condition

This will generate a report where the stamps are grouped by condition. A subheading consisting of the stamp's condition will appear above all stamps of the given condition. A list box is available so that you can print out the stamps for a single condition if desired. You may wish to do this after updating stamps for a particular condition instead of printing the entire list out again. To print an entire list, you would select the **ALL CONDITIONS** choice in the list box.

### Catalog Number

This will generate a report where the stamps are sorted alphabetically by the Catalog Number.

## Style

The style of the report determines the amount of information you want printed about each item. These consists of three different options.

### **1 Line Description**

This will generate a report where there is only one line of data for each stamp. The information included is the Catalog Number, Country, Year, Face Value and Description.

### **2 Line Description**

This will generate a report where there are two lines of data for each stamp. The information included is the Country, Year, Face Value, Market Value, Condition, Description, Group, Type and Catalog Number.

### **Full Description**

This will generate a report where all the information about a stamp is printed. This requires 5 lines of data for each item.

## **Print**

Selecting the Print Button generates the desired report and sends it to the printer.

## **View**

Selecting the View Button generates the desired report and sends it to the screen to be viewed.



