

Track It! Stamps for Windows

Track, Organize and Catalog
your
Stamp Collection

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General Information

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Program Support

As a registered user, you will receive notification of major updates and new products. Registration includes a 90 day support policy where free updates will be provided for major problems. If a problem cannot be resolved, then a refund of money will be made.

Insight Software Solutions offers support through the mail, phone, fax, BBS and CIS. Please refer to the address and phone numbers above. Our official support BBS is the Rocky Mountain Software BBS (RMS). RMS can be reached 24 hours a day at (801) 963-8721 where a conference dedicated to us can be found. Our latest software products and versions, bulletins, news and message system are located on RMS under conference #4. RMS accepts modem baud rates of 1200 to 57600.

Getting Started With Track It! Stamps

System Requirements

Track It! Stamps has been written to run under Windows version 3.1. It requires close to a megabyte of hard disk space and slightly more during the installation process.

Installation

Track It! Stamps contains a SETUP program which is used to install Track It! Stamps onto your hard disk and make itself available under Windows. Track It! Stamps and associated files will be placed in a group named "ISS (Insight Software Solutions) Collection Series. To run the Setup program, select "File" from the program manager and select "Run" from within the File Menu. Enter "A:\SETUP" (B:\SETUP if disk is in drive B:) and press enter. On screen instructions will then be given.

Running Track It! Stamps

Track It! Stamps cannot be run from the floppy disk as the files are compressed. You will need to install the program first (see above). To run Track It! Stamps, simply double click on Track It! Stamps Icon that can be found in the ISS Collection Series group.

Main Window

Fields

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.

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.

Buttons

ADD BUTTON: 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 BUTTON: 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.

DELETE BUTTON: 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.

SEARCH BUTTON: 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 BUTTON: 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.

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

HELP BUTTON: This simply invokes the help system at the main index.

CLOSE BUTTON: This provides a quick exit from the program.

Menu System

File Menu Command

Selecting File from the Menu brings up a submenu consisting of Add, Edit, Delete, Maintenance and Exit. Selecting Add from the Menu performs the same operation as the Add Button. Selecting Edit from the Menu performs the same operation as the Edit Button. Selecting Delete from the Menu performs the same operation as the Delete Button. 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. Selecting Exit from the Menu terminates the program.

Report Menu Command

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

Help Menu Command

Selecting Help from the Menu brings up a submenu consisting of Contents and About. Selecting Contents from the Menu invokes the help system and brings you to the Index within it. Selecting About from the Menu displays the version number of the program and the copyright notice.

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.

Input Fields

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.

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.

GROUP: 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 canceled.

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 canceled, but must not render important parts of the stamp unreadable.

Good: This is a stamp that is often way out of center and heavily canceled. 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 canceled 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 canceled 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 canceled 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.

Buttons

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

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

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.

HELP: This invokes the help system with the Stamp Input Dialog as the current topic.

ADD: 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.

FIND: When beginning as a stamp collector, it is not always easy to identify which country a stamp originates from. The find button brings up a list showing 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.

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.

Input Fields

SORT ORDER: 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 stamp. This 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, Description, Group, Type, Condition 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.

Buttons

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

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

HELP: This invokes the help system with the Report Dialog as the current topic.

CLOSE: This exits the Report Dialog and returns to the Main Window.

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.

Maintenance 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.