



StampCAT

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Introduction

StampCAT is a quick, efficient, easy-to-use program for organizing your stamp collection.

With StampCAT you can register and look up information about such things as:

- country, catalog no, face value, issue date, design, topic
- color, preformation, condition, watermark, date acquired
- postmark (type, city and date), stamp type
- location, quantity, price and market value.

You can add personal comments for every item. Thirteen special fields enable you to customize your catalog. You can even store a scanned picture of the stamp.

StampCAT uses a relational database model. This means that you register most information only once. For example, a name of a country is included in the catalog the first time you add a stamp from this country. Later, you simply choose this country from a list. This type of information is stored in "lookup" tables which ultimately save time and valuable disk space on your computer.

StampCAT lets you work with an unlimited number of databases. This means that you can split your collection into different catalogs and organize it to meet your needs. You can also merge existing databases. StampCAT includes routines for taking and restoring backup of the databases you have created.

StampCAT has impressive and powerful search capabilities. You can search for any information you have entered in a catalog. StampCAT lets you cross reference up to five fields. This is an extremely flexible way to search and query data. StampCAT has templates for many types of reports which you can generate to examine on the screen or print out.

StampCAT comes with a sample database to get you started and a comprehensive context-sensitive on-line help system.

Before you start using StampCAT, we recommend that you read the User's Guide. In the section Procedures some of the most important procedures (for example, how to create a database or how to search) are explained in details. The section Windows contains information about all StampCAT's windows and dialog boxes. This is the same information that is displayed when you press **F1** or press the **Help** button. In addition to this, the help file contains information about Menu Shortcuts, The toolbar, Error Messages and Technical Information.

Four different icons are used to indicate important information:



Useful tips.



This is important.



This is very important.






















Indicates that you may click the 'other' (usually the right) mouse-button on an object (button or list) to activate a popup-menu relevant to this object.

Windows


Main Windows

Dialog Boxes

Toolbar


-  Add new record
-  Add new record that is a copy of the active record
-  Update sort order
-  Go to record by Catalog number
-  Go to record by Code
-  Go to record by Design
-  Go to previous record on the basis on last search
-  Search
-  Show result of last search
-  Go to next record on the basis on last search
-  Mark/unmark active record
-  View subset (that is, records that are marked)
-  Calculate total value
-  Print active record (full report)
-  Go to first record
-  Go to previous record
-  Go to next record
-  Go to last record
-  Show help contents



Click with the 'other' mouse-button on  to activate this popup-menu:

- Sort Automatically

This menu lets you specify (without activating the dialog "Preferences") if you want StampCAT to automatically update the sort order each time you add a new record.

Click with the 'other' mouse-button  to activate a popup-menu with these options:

- Find
- Show Field Values
- Simple Search
- Advanced Search
- X-Ref

This menu lets you specify (without activating the dialog "Preferences") what search command to activate when you press this button.

Menu Shortcuts

Press To

F2	Go to previous record on the basis of last search
F3	Go to next record on the basis of last search
F4	Show result of last search (all records found in last search)
F5	Go to first record
F6	Go to previous record
F7	Go to next record
F8	Go to last record
F11	Update sort order
F12	Disable the conversion to upper case (first letter in each word) as long as this button is pressed.
Ctrl+A	Go to record by Catalog number
Ctrl+B	Activate window "Browse"
Ctrl+C	Copy the selection and put it on the clipboard
Ctrl+D	Insert current date
Ctrl+E	Activate window "Memo"
Ctrl+G	Go to record by Design
Ctrl+H	Activate window "Active Record 1"
Ctrl+I	Go to record by Code
Ctrl+J	Activate window "Active Record 2"
Ctrl+M	Mark or unmark activate record
Ctrl+N	Add new record
Ctrl+O	Add new record that is a copy of the activate record
Ctrl+P	Activate window "Picture"
Ctrl+S	Save changes
Ctrl+T	Insert current time
Ctrl+V	Insert clipboard contents
Ctrl+W	Add new item to lookup table
Ctrl+X	Cut the selection and put it on the clipboard'

Error Messages

- 482** **Default printer not set.** Make sure a default printer is set in the Control Panel!
- 3041** **The file VBDB300.DLL has the wrong version and needs to be reinstalled.** StampCAT's installation program did copy the correct version to your hard drive, but this version is now overwritten by another application. You may install this file again by following this procedure:
- 1) Start a "DOS-window" (click on the MS-DOS icon).
 - 2) Insert diskette no. 2 into your diskette drive and type:
`EXPAND A:\VBDB300.DL_ C:\WINDOWS\SYSTEM\VBDB300.DLL`
- 3049** **Cannot open database!** If you do not exit the program by choosing **Exit** from the **File** menu (or **Close** from the main window's **Control-menu**), for example if a system error occurs or there is a power-failure, you may get this error message the next time you try to open the database. If this happens, run a utility called **FIX** that was installed to the same directory as StampCAT.
- 3050** **SHARE is not activated!** Add SHARE.EXE /L:500 to autoexec.bat (use Notepad) and reboot your computer

Technical Support

Technical support is available at no charge if you are a registered user. However, support is available only by E-mail or regular mail. Sorry, but we cannot provide telephone support at this time. Contact us at:

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World Wide Web: <http://www.prodat.no/fnp/eng/>

When reporting problems, the more information you can provide the better our response can be. If possible, include the following:

- What version of Microsoft Windows are you running? For example, Windows 3.1, Windows for Workgroups, Windows NT or Windows 95.
- What version of StampCAT are you running? You can determine this by choosing **About StampCAT** from the StampCAT **Help** menu. Include the entire "version line" in your report; for example 3.10.00.
- Is the problem reproducible? If so, how?
- If you see a dialog box with an error message when the problem occurs, if possible include the full text of the dialog box, the text in the title bar and the error number.

Technical Information

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stampc.ini

This file is automatically created in the **WINDOWS** directory (usually **C:\WINDOWS**) the first time you run StampCAT, and contains all user specified preferences, window positions and the last database opened.



Do not edit this file manually!

"dbname".ini

Each database you create has a corresponding ini-file with the same name as the database (for example **STAMPS.MDB** and **STAMPS.INI**). This ini-file contains information about the browse layout and sort order.

Minimum System Requirements

To run StampCAT you need:

- 386-based PC or better
- Microsoft Windows 3.1 or Windows 95
- 4 Mbytes memory (6 Mbytes is recommended)
- 4 Mbytes available space on the hard disk

Files Needed to Run StampCAT

StampCAT needs the following files:

In the program directory (the same directory where **STAMPC.EXE** is located):

STAMPC.HLP	STAMPC.MEM	FIX.EXE
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In the **SYSTEM** directory (usually **C:\WINDOWS\SYSTEM**):

LHA.DLL	VBRUN300.DLL	MHTIP.VBX
MHRUN400.DLL	CMDIALOG.VBX	MSMASKED.VBX
MSAES110.DLL	MHCB200.VBX	MUSCLE.VBX
MSAFINX.DLL	MHCM200.VBX	SSDATA2.VBX
MSAJT112.DLL	MHPFST.VBX	THREED.VBX
MSAJT200.DLL	MHPFST.VBX	VSVIEW.VBX
VBDB300.DLL	MHTAB.VBX	

Several report files were copied to the program directory during installation: **MEMO.LIN** (line report), **DEFAULT.LIS** (list report), **CATEGORY.SUM**, **CLASS.SUM**, **COLOR.SUM**, **CONDIT.SUM**, **COUNTRY.SUM**, **GROUP.SUM**, **ISSUED.SUM**, **POSTMARK.SUM**, **PREFOR.SUM**, **TYPE.SUM** and **WANT.SUM** (summary reports).

A sample database (**SAMPLE.MDB**) was also copied to the program directory during installation. This database contains information about 25 stamps. We recommend that you open the sample database the first time you run StampCAT. Most examples in the documentation are referring to this database.

In addition, StampCAT will automatically create the file stampc.ini in your **WINDOWS** directory (usually **C:\WINDOWS**).

Dialog boxes

A dialog box is window that is shown temporarily after you have selected a command, for example chosen a menu option or pressed a button. Dialogs need to be closed before you can select another menu option. Buttons with three dots (for example **Transfer...**) activates another dialog box when it is pressed.

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Edit Records

Search

Reports

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Dialog Backup Database

In this dialog you specify where you want to backup the open database to. Please note that if a database is too large to fit onto one diskette, it is automatically split in two or more parts. The file on diskette no. 1 is named "**dbname**".**001**, the file on diskette no. 2 is named "**dbname**".**002** and so on.

Please note that you cannot simply copy the necessary file(s) from the diskette(s) to your hard disk. You must use StampCAT's internal routines to do this.

Dialog options

Directories

Select the directory where you want to backup the database to.

Drives

Select the drive where you want to backup the database to.

OK

Press this button to accept the selected drive/directory and start the backup process.

Cancel

Press this button to cancel.

Dialog Browse Layout

Use this dialog to select the browse layout you want to activate. Default browse layout is **Country, Class, Catalog number, Price, Value, Quantity, Calculated value** and **Calculated price**. You may define up to 5 browse layouts yourself.

See also: [Change Browse Layout](#)

Dialog options

Active layout

Select the layout to activate.

OK

Press this button to activate the selected layout.

Cancel

Press this button to cancel and close the dialog.

Edit

Press this button to edit the selected layout.

Dialog Change Sort Order

Use this dialog to select the sort order you want to activate. Default sort order is based on **Country, Class** and **Catalog number**.

See also: [Change Sort Order](#)

Dialog options

Active sort order

Select the sort order to activate.

OK

Press this button to activate the selected sort order.

Cancel

Press this button to cancel and close the dialog.

Edit

Press this button to edit the selected sort order

Dialog Create New Database

In this dialog you specify the name of the new database you want to create.

Dialog options

Filename

Type the name of the database. The name should be one that easily reminds you of the information in the database, for example **STAMPS, TRAINS** or **USA**. As with other Windows file names, it cannot have more than eight characters. The file extension identifying the database, .MDB, is added automatically.

Directories

Select the drive and directory where you want to create the database if it is different from the StampCAT directory. In general, we recommend that you do not change the directory.

List files of type

Select file type. StampCAT's databases should always have the file extension **MDB**.

Drives

Select the drive where you want to create the new database.

Dialog Define Browse Layout

In this dialog you specify the fields you want to include in the browse list (window Browse).

Dialog options

List 1

This list displays all fields that are available.

>

Press this button to move the selected field from list 1 to list 2.

<

Press this button to remove the selected field from list 2.

List 2

This list displays the fields you have chosen.

Up

Press this button to move the selected field up one line. You may also do this by pressing **Ctrl+Up arrow**, or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Down

Press this button to move the selected field down one line. You may also do this by pressing **Ctrl+Down arrow**, or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Title

You may give the layout a name to make it easier to separate the various layouts in the dialog Browse Layout. Maximum length of the title is 40 characters.

Fixed columns

Enter number of fixed columns. Fixed columns are *always* shown, even when you use the scrollbar to view the columns to the right, that may not initially be shown.

OK

Press this button to save changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.

Width

Here you may enter the width of the selected column. The width is specified as number of characters. If you have selected a non proportional font (like Arial) the width is calculated on the basis of the average character width.

Font

Press this button to change the font size and/or style, or to choose another font.

Dialog Define Sort Order

In this dialog you choose the fields that you want to use the sort criterion.

Dialog options

List 1

This list displays all fields that are available.

>

Press this button to move the selected field from list 1 to list 2.

<

Press this button to remove the selected field from list 2.

List 2

This list displays the fields you have chosen.

Up

Press this button to move the selected field up one line. You may also do this by pressing **Ctrl+Up arrow**, or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Down

Press this button to move the selected field down one line. You may also do this by pressing **Ctrl+Down arrow**, or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Order

Ascending Letters are sorted from A to Z and numbers from 0 to 9.

Descending Letters are sorted from Z to A and numbers from 9 to 0.

Title

You may give the layout a name to make it easier to separate the various layouts in the [dialog Change Sort Order](#). Maximum length of the title is 40 characters.

OK

Press this button to save changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



In the summary report, records are first sorted on the fields used in the groups and then on the fields you specify here.

Dialog Export

Use this dialog to export data to an ASCII-file (a plain text file). The item called **<dummy>** is used to specify that StampCAT should include an empty string in this position (for example **Catalog number, <dummy>** and **Color** may give this result; "438", "", "Red").

Dialog options

Browse

Press this button to specify the file to export to.

Separator

Specify whether StampCAT should use a comma or TAB as the separator.

Subset

Check this if you want StampCAT to only export marked records.

Save

Press this button to save the selected layout.

Clear

Press this button to clear the layout (set to default).

OK

Press this button to start.

Cancel

Press this button to close the dialog.

Dialog Import

Use this dialog when you want to import data from an ASCII-file (a plain text file). The item called **<dummy>** is used to specify that a field from the ASCII-file should not be imported.

All records must be separated by a character-return (if you open the file in a text editor like Notepad, all records are then shown on a separate line). All text fields must be contained within double-quotation marks ("United Kingdom"). Logical fields may either be specified as **T, Y, -1, 1** (true) or **F, N, 0** (false). Date fields must use the format **YYYYMMDD** (19960826).

Dialog options

Browse

Press this button to specify the file to import from.

Separator

Specify whether a comma or TAB is used as separator.

Save

Press this button to save the selected layout.

Clear

Press this button to clear the layout (set to default).

OK

Press this button to start.

Cancel

Press this button to close the dialog.

Dialog Merge Databases

In this dialog you specify the database you want to transfer records from. All records in this database is transferred to the currently open database.

Dialog options

Filename

Enter or select the database you want to transfer the records from.

Directories

Select the directory where the database is located.

List files of type

Select file type. StampCAT's databases should always have the file extension **MDB**.

Drives

Select the drive where the database is located.

Dialog Open Database

In this dialog you specify the database you want to open.

Dialog options

Filename

Enter the database you want to open.

Directories

Select the directory where the database is located if it is different from the StampCAT directory.

List files of type

Select file type. StampCAT's databases should always have the file extension **MDB**.

Drives

Select the drive where the database is located if it is different from the StampCAT directory.

Dialog Restore Backup

In this dialog you specify where the database you want to restore is located.

Dialog options

Directories

Select the directory where the backup is located.

Drives

Select the drive where the backup is located.

OK

Press this button to accept the selected drive/directory and continue.

Cancel

Press this button to cancel.

Dialog Restore Backup To

In this dialog you specify where you want to restore the database to.

Dialog options

Directories

Select the directory where you want to restore the database to.

Drives

Select the drive where you want to restore the database to.

OK

Press this button to accept the selected drive/directory and start the restore process.

Cancel

Press this button to cancel.

Dialog Save Database As

In this dialog you specify the new name you want to save the database as.

Dialog options

Filename

Type the name of the database. The file extension identifying the database, .MDB, is added automatically.

Directories

Select the directory where you want to save the database.

List files of type

Select file type. StampCAT's databases should always have the file extension **MDB**.

Drives

Select the drive where you want to save the database.

Dialog Split Database

In this dialog you specify the name of the database you want to transfer the marked records to.

Dialog options

Filename

Type the name of the database. The file extension identifying the database, .MDB, is added automatically.

Directories

Select the directory where the database is located/is to be created.

List files of type

Select file type. StampCAT's databases should always have the file extension **MDB**.

Drives

Select the drive where the database is located/is to be created.



If you have chosen to transfer records to a *new* database, an existing database with the same name will be deleted.

Dialog Transfer Field Names

In this dialog you specify the database you want to transfer the field names from.

Dialog options

Filename

Type the name of the database you want to transfer the field names from.

Directories

Select the directory where the database is located.

List files of type

Select file type. StampCAT's databases should always have the file extension **MDB**.

Drives

Select the drive where the database is located.

Dialog User-defined Fields

Use this dialog to change the name of the special info fields. You may use these fields to store whatever information you need.

Dialog options

OK

Press this button to save changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.

Transfer

Press this button to transfer field names from another database.



None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told StampCAT that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

Dialog About StampCAT

This dialog displays program information, version number and copyright.

Dialog Preferences

In this dialog you change user preferences.

Dialog options

Data fields/Show fields

Select the fields you want to include in lists (drop-down lists and list boxes) in search and report dialogs. By default, none of the special info fields (user-defined fields) are selected.

Data fields/Right justify catalog number

Check this box if you want to right justify the catalog number in the browse list.

Data entry/Sort automatically

Check this if you want StampCAT to automatically update the sort order each time a new record is saved.

Data entry/Update position in lists automatically

Check this if you want StampCAT to automatically update lookup lists when you activate a speed search. This applies to the drop-down lists (for example Company or Format) in the windows Active Record 1 and Active Record 2, and in all other list boxes that display information from the lookup tables (for example when you choose **Category** from the **Lookup** menu). Please note that the update process may take some time if you have added a lot of items and your machine is not that fast. Normally this is not a problem, and we recommend that you check this option.

Data entry/Upper case first character

Check this if you want StampCAT to make the first character in each word upper case as you type it. This applies to all data fields, except for the memo fields.

Data entry/Max items drop-down list

Enter the maximum number of items to display simultaneously in a drop-down list that shows information from a lookup table. 10 items is displayed by default.

Misc/Use bold font

Check this if you want StampCAT to use a bold font (common in Window 3.1) instead of a normal font (common in Windows 95) in all windows. You need to re-start StampCAT to let this option have effect on the windows Active Record 1, Active Record 2, Memo and Picture. Please note that the window Browse uses it's own font that you may change by choosing **Browse layout** from the **File** menu.

Misc/Use compression - Backup

Check this if you want StampCAT to compress the database when taking backup. When using compression the database may occupy as little as ¼ of the original size.

Misc/Use compression - Save pictures

Check this if you want StampCAT to compress the pictures. When using compression bitmaps may occupy as little as 1/8 of the original size. Please note that this only affects new pictures you add. Choose **Compress pictures** to compress pictures that already are in the database.

Misc/Compress pictures

Press this button to compress all pictures in the database.

Misc/Decompress pictures

Press this button to decompress all pictures in the database. Uncheck **Use compression - Save pictures** if you do not want to compress new pictures you add.

Reports/Mono printer

Check this if you want to always print in black and white, no matter what color you have chosen. This way, you can use colors in the print preview, but not on the print-out.

Reports/Font

Specify the fonts you want to use. These fonts are used by default, but you may override this in the various reports (by pressing the **Page setup** button).

Heading Is used on the heading that is printed at the beginning of the first page.

Normal Is used on the rest of the report.

Reports/Margins

Specify the margins that are used by default in all reports. You may override this in the various reports (by pressing the **Page setup** button).

Left Left margin, in inches or centimeters.

Right Right margin, in inches or centimeters.

Top Top margin, in inches or centimeters.

Bottom Bottom margin, in inches or centimeters.

Reports/Units of measurement

Select either centimeters or inches.

Reports/Filter

Select whether you want to use a simple or advanced filter in the reports.

Search/Toolbar

Select the search command you want to activate when you press the search-icon on the toolbar.

Search/Show number of records found

Check this if you want StampCAT to show you how many records that were found in the last search.

OK

Press this button to save and activate the changes, then close the dialog.

Cancel

Press this button to close the dialog without saving any changes.

Dialog System Information

This dialog gives you the following information:

- Name of the open database
- Number of records (total/marked/deleted)
- StampCAT version
- DOS version
- Windows version
- Memory
- Free system resources (GDI/USER)

Dialog Edit Catalog

In this dialog you enter information about the catalog. In addition to the name of the catalog (for example Scott or Stanley Gibbons), you also specify the currency for all prices in the catalog and the exchange rate. When you register a new stamp you enter the value directly from the catalog you are using (for example if you live in Canada and are using the Stanley Gibbons catalog, you enter the value in British pounds). StampCAT then uses the exchange rate for the currency used in the catalog and then compute **Calculated value** (in this example in Canadian dollars). When the exchange rate changes, you choose **Catalog** from the **Lookup** menu and edit the exchange rate for the relevant catalog(s). **Calculated value** is then updated for all affected records in the database. Always specify **Price** in your own currency.

Dialog options

Catalog

Maximum length is 50 characters.

Currency

Enter the currency used in the catalog, for example UDS or GBP.

Exchange rate

Enter the current exchange rate.

Items

1 for dollar and pound and 100 for all other currencies

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.

Dialog Edit Category

In this dialog you enter information about the category.

Dialog options

Category

Maximum length is 50 characters.

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Class

In this dialog you enter information about the class.

Dialog options

Class

Maximum length is 50 characters.

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Color

In this dialog you enter information about the color.

Dialog options

Color

Maximum length is 50 characters.

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Condition

In this dialog you enter information about the condition.

Dialog options

Condition

Maximum length is 50 characters.

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Country

In this dialog you enter information about the country.

Dialog options

Country

Maximum length is 50 characters.

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Group

In this dialog you enter information about the group.

Dialog options

Group

Maximum length is 50 characters.

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Location

In this dialog you enter information about the location.

Dialog options

Location

Maximum length is 50 characters.

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Preforation

In this dialog you enter information about the preforation.

Dialog options

Preforation

Maximum length is 50 characters.

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Postmark City

In this dialog you enter information about the city.

Dialog options

Postmark city

Maximum length is 50 characters.

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Postmark Type

In this dialog you enter information about the postmark type.

Dialog options

Postmark type

Maximum length is 50 characters.

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Topic

In this dialog you enter information about the topic.

Dialog options

Topic

Maximum length is 50 characters.

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Type

In this dialog you enter information about the type.

Dialog options

Type

Maximum length is 50 characters.

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit User-defined

In this dialog you enter information to add to the special info (user-defined) lookup table.

Dialog options

User-defined

Maximum length is 50 characters.

Memo

This field is for comments. You may use up to 10000 characters.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



Press **Ctrl+Enter** to add a new line to the memo field.



None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told CATBooks that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

Dialog Lookup Catalog

You use this dialog to edit the lookup table Catalog. Use the text box to locate the catalog in the list (if it is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new catalog. The name you have entered in the text box is automatically used. This makes it very easy to add a new catalog when you first have searched for this catalog and found out that it is not in the database.

Edit

Press this button to edit the selected catalog.

Delete

Press this button to delete the selected catalog.

Search

Press this button to search for the catalog where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.

Dialog Lookup Category

You use this dialog to edit the lookup table Category. Use the text box to locate the category in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new category. The name you have entered in the text box is automatically used. This makes it very easy to add a new category when you first have searched for this category and found out that it is not in the database.

Edit

Press this button to edit the selected category.

Delete

Press this button to delete the selected category.

Set default

Press this button to specify the selected category as a default value that is automatically added to all new records.

Search

Press this button to search for the category where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.

Dialog Lookup Color

You use this dialog to edit the lookup table Color. Use the text box to locate the color in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new color. The name you have entered in the text box is automatically used. This makes it very easy to add a new color when you first have searched for this color and found out that it is not in the database.

Edit

Press this button to edit the selected color.

Delete

Press this button to delete the selected color.

Search

Press this button to search for the color where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.

Dialog Lookup Class

You use this dialog to edit the lookup table Class. Use the text box to locate the class in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new class. The name you have entered in the text box is automatically used. This makes it very easy to add a new class when you first have searched for this class and found out that it is not in the database.

Edit

Press this button to edit the selected class.

Delete

Press this button to delete the selected class.

Set default

Press this button to specify the selected class as a default value that is automatically added to all new records.

Search

Press this button to search for the class where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.

Dialog Lookup Condition

You use this dialog to edit the lookup table Condition. Use the text box to locate the condition in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new condition. The name you have entered in the text box is automatically used. This makes it very easy to add a new condition when you first have searched for this condition and found out that it is not in the database.

Edit

Press this button to edit the selected condition.

Delete

Press this button to delete the selected condition.

Set default

Press this button to specify the selected condition as a default value that is automatically added to all new records.

Search

Press this button to search for the condition where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.

Dialog Lookup Country

You use this dialog to edit the lookup table Country. Use the text box to locate the country in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new country. The name you have entered in the text box is automatically used. This makes it very easy to add a new country when you first have searched for this country and found out that it is not in the database.

Edit

Press this button to edit the selected country.

Delete

Press this button to delete the selected country.

Set default

Press this button to specify the selected country as a default value that is automatically added to all new records.

Search

Press this button to search for the country where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.

Dialog Lookup Group

You use this dialog to edit the lookup table Group. Use the text box to locate the group in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new group. The name you have entered in the text box is automatically used. This makes it very easy to add a new group when you first have searched for this group and found out that it is not in the database.

Edit

Press this button to edit the selected group.

Delete

Press this button to delete the selected group.

Set default

Press this button to specify the selected group as a default value that is automatically added to all new records.

Search

Press this button to search for the group where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.

Dialog Lookup Location

You use this dialog to edit the lookup table Location. Use the text box to locate the location in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new location. The name you have entered in the text box is automatically used. This makes it very easy to add a new location when you first have searched for this location and found out that it is not in the database.

Edit

Press this button to edit the selected location.

Delete

Press this button to delete the selected location.

Set default

Press this button to specify the selected location as a default value that is automatically added to all new records.

Search

Press this button to search for the location where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.

Dialog Lookup Preforation

You use this dialog to edit the lookup table Preforation. Use the text box to locate the preforation in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new preforation. The name you have entered in the text box is automatically used. This makes it very easy to add a new preforation when you first have searched for this preforation and found out that it is not in the database.

Edit

Press this button to edit the selected preforation.

Delete

Press this button to delete the selected preforation.

Set default

Press this button to specify the selected preforation as a default value that is automatically added to all new records.

Search

Press this button to search for the preforation where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.

Dialog Lookup Postmark City

You use this dialog to edit the lookup table Postmark City. Use the text box to locate the city in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new city. The name you have entered in the text box is automatically used. This makes it very easy to add a new city when you first have searched for this city and found out that it is not in the database.

Edit

Press this button to edit the selected city.

Delete

Press this button to delete the selected city.

Set default

Press this button to specify the selected city as a default value that is automatically added to all new records.

Search

Press this button to search for the city where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.

Dialog Lookup Postmark Type

You use this dialog to edit the lookup table Postmark Type. Use the text box to locate the type in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new type. The name you have entered in the text box is automatically used. This makes it very easy to add a new type when you first have searched for this type and found out that it is not in the database.

Edit

Press this button to edit the selected type.

Delete

Press this button to delete the selected publis type her.

Set default

Press this button to specify the selected type as a default value that is automatically added to all new records.

Search

Press this button to search for the type where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.

Dialog Lookup Topic

You use this dialog to edit the lookup table Topic. Use the text box to locate the topic in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new topic. The name you have entered in the text box is automatically used. This makes it very easy to add a new topic when you first have searched for this topic and found out that it is not in the database.

Edit

Press this button to edit the selected topic.

Delete

Press this button to delete the selected topic.

Set default

Press this button to specify the selected topic as a default value that is automatically added to all new records.

Search

Press this button to search for the topic where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.

Dialog Lookup Type

You use this dialog to edit the lookup table Type. Use the text box to locate the type in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new type. The name you have entered in the text box is automatically used. This makes it very easy to add a new type when you first have searched for this type and found out that it is not in the database.

Edit

Press this button to edit the selected type.

Delete

Press this button to delete the selected type.

Set default

Press this button to specify the selected type as a default value that is automatically added to all new records.

Search

Press this button to search for the type where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.

Dialog Lookup User-defined

You use this dialog to edit the special info (user-defined) lookup table. Use the text box to locate the item in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the [dialog Preferences](#) (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close

Press this button to close the dialog.

New

Press this button to add a new item. The name you have entered in the text box is automatically used. This makes it very easy to add a new item when you first have searched for this item and found out that it is not in the database.

Edit

Press this button to edit the selected item.

Delete

Press this button to delete the selected item.

Set default

Press this button to specify the selected item as default a value that is automatically added to all new records.

Search

Press this button to search for the item where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the [dialog Preferences](#). If you have checked this option the list is updated automatically as you enter the name in the text box.

Report

Press this button to print a report.



Press **Ctrl+1** to activate the text box.



None of the user-defined fields are shown in field lists (for example when you want to search or print out a report) before you have told CATBooks that it is in use. You do this by selecting **File/Preferences** and select the fields you are using in the list box called **Show fields**.

Dialog Transfer Lookup Tables

In this dialog you select the lookup tables you want to transfer to the open database.

Dialog options

OK

Press this button to start.

Cancel

Press this button to close the dialog.

Dialog Transfer Lookup Tables From

In this dialog you specify the database you want to transfer the lookup tables from.

Dialog options

Filename

Type the database you want to transfer the lookup tables from.

Directories

Select the directory where the database is located.

List files of type

Select file type. CATBooks' databases should always have the file extension **MDB**.

Drives

Select the drive where the database is located.

Dialog Adjust Value

This dialog lets you adjust the value for all ,or only the marked, records.

Dialog options

Adjust by

Enter the percentage you want to change the value by.

Subset

Check this if you want to adjust the value for only the marked records.

OK

Press this button to start.

Cancel

Press this button to cancel.

Dialog Load Picture

In this dialog you specify the bitmap you want to load and store in the picture field.

Dialog options

Filename

Type the name of the file.

Directories

Select the directory where the files is located.

List files of type

Select file type (bitmaps should always have the extension **BMP**).

Drives

Select the drive where the file is located.

Dialog Total Value

This dialog displays the total value and the change in value.

Dialog Advanced Search

In this dialog you specify the search criterion you want to base the search on. You can use up to 12 fields. You can group the fields in different ways. The search criterion can be saved to a file for later use. You enter information about the sub-criterion you want to include in the query the same way as you do when you use the simple search. You may use the logical operator **Or** to link two fields. Press the button named **OR** to do this. Two fields that are placed on two lines next to each other are grouped by the logical operator **AND**. You add parentheses by clicking on either **(** or **)**.

Dialog options

Add field

Press this button to add a new field (field, operator and value, also called a sub-criterion).

Edit

Press this button to edit the selected sub-criterion.

Remove

Press this button to remove the selected sub-criterion.

OR

Press this button to add the **Or** logical operator.

(

Press this button to add a left parenthesis.

)

Press this button to add a right parenthesis.

Up

Press this button to move the selected sub-criterion up one line. You may also do this by pressing **Ctrl+Up arrow**, or click on the sub-criterion and then press **Ctrl** and hold the mouse-button down while you drag.

Down

Press this button to move the selected sub-criterion down one line. You may also do this by pressing **Ctrl+Down arrow**, or click on the sub-criterion and then press **Ctrl** and hold the mouse-button down while you drag.

Search subset

Check this if you want to search only the marked records.

Show all

Check this if you want StampCAT to mark all records found during the search and show them (that is, activate the **View Subset**). Uncheck this if you want StampCAT to only show the first record found. Then choose **Show Next** from the **Search** menu to show the next.

OK

Press this button to execute the search.

Cancel

Press this button to close the dialog.

Open

Press this button to open a saved search criterion.

Save

Press this button to save the search criterion.

Save as

Press this button to save the search criterion under a different name.



StampCAT does not distinguish between upper and lower case characters when searching.



Please note that all saved search criterion also can be used as a filter in reports.

Dialog Advanced Search - Sub-criterion

In this dialog you specify the field you want to search in and the value to search for in this part of the search criterion. You must also specify the operator that is used to compare the value of the field with the value you specified (for example **contains**, **less than** or **between**).

StampCAT supports use of wildcards (? and *). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Dialog options

Field values

Press this button to select a field value from the list (this is the same list shown when you choose **Show Field Values** from the **Search** menu).

OK

Press this button to activate the sub-criterion.

Cancel

Press this button to close the dialog.



StampCAT does not distinguish between upper and lower case characters when searching.

Dialog Cross References

In this dialog you can create cross references between stamps, countries, conditions etc. This is an extremely flexible way to search and query data. The result is shown immediately on the screen. You may want to print a report or execute a search based on the cross references.

It is possible to create cross reference based on up to five fields. The dialog box has five list boxes that show the result of the cross references.

Placed right over every list are two drop-down lists. You select field from the left list and operator from the right list:

= **Is equal to**
>= **Is greater then or equal to**
<= **Is less than or equal to**

The operator is by default set to =, as this is the most likely choice.

Please note that in many cases if you want to execute a search based on the cross references, you may want to set the operator to >=. This is because StampCAT compares the field value with the operator when the search is executed. For example, if you create a cross reference between a country and all stamps issued by this country, and you want to search for all these stamps, you need to select the first stamp and then choose the operator >= before the search is executed. If you do not do this, StampCAT will think you want to search for *exactly* the stamp that is selected in the list (since the operator was set to =).

See also: [Procedures - Cross References 1 - Country -> Catalog number](#)
[Procedures - Cross References 2 - Color -> Design -> Catalog number](#)

Menu options

File/New

Close all cross references and clear all lists.

File/Open

Open saved cross references.

File/Save

Save cross references.

File/Save as

Save cross references under a different name.

File/Close

Close the dialog.

Search/Execute

Execute the search.

Search/Search subset

Check this if you want to search only the marked records.

Search/Show all

Check this if you want StampCAT to mark all records found during the search and show them (that is, activate the **View Subset** command). Uncheck this if you want StampCAT

to only show the first record found. Then choose **Show Next** from the **Search** menu to show the next.

Report

Press this button to print a report.

Dialog Find

This is the easiest way to search. StampCAT includes only the fields you have entered values for in the search. Please note that you need to enter two values for some of the fields. For example, if you want to search for stamps issued between 1890 and 1900, you enter . **.1890** and . **.1900** in the text boxes for issued.

Dialog options

Search subset

Check this if you want to search only the marked records.

Show all

Check this if you want StampCAT to mark all records found during the search and show them (that is, activate the **View Subset** command). Uncheck this if you want StampCAT to only show the first record found. Then choose **Show Next** from the **Search** menu to show the next.

OK

Press this button to execute the search.

Cancel

Press this button to close the dialog.

Dialog Search Result

This dialog displays the records that were found during the last search.

Dialog options

Go To

Press this button to go to the selected record.

Close

Press this button to close the dialog.

Dialog Show Field Values

In this dialog you specify the field you want to search in with the drop-down list. All unique values are shown in the list box. Select the value you want to search for and choose **OK**. The number of occurrences for each value is also shown. This might be very useful for statistical purposes.

Dialog options

OK

Press this button to execute the search.

Cancel

Press this button to close the dialog.

Report

Press this button to print a report.

Search

Press this button to search for the first item in the list that begins with the value you specify.

Only year

Check this if you want to ignore day and month in date fields.

Sort

Value Sorted by the field value (column 2).

Number Sorted by the number of occurrences (column 1).

Search subset

Check this if you want to search only the marked records.

Show all

Check this if you want StampCAT to mark all records found during the search and show them (that is, activate the **View Subset** command). Uncheck this if you want StampCAT to only show the first record found. Then choose **Show Next** from the **Search** menu to show the next.

Dialog Show Field Values - Select Value

This dialog displays the values of the selected field. Instead of entering this yourself, you select it from the list.

Dialog options

OK

Press this button to activate the selected value.

Cancel

Press this button to close the dialog.

Report

Press this button to print a report.

Search

Press this button to search for the first item in the list that begins with the value you specify.

Only year

Check this if you want to ignore day and month in date fields.

Sort

Value Sorted by the field value (column 2).

Number Sorted by the number of occurrences (column 1).

Dialog Simple Search

In this dialog you specify the field you want to search in and the value to search for. You must also specify the operator that is used to compare the value of the field with the value you specified (for example **contains**, **less than** or **between**).

StampCAT supports use of wildcards (? and *). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Dialog options

Field values

Press this button to select a field value from the list (this is the same list shown when you choose **Show Field Values** from the **Search** menu).

Search subset

Check this if you want to search only the marked records.

Show all

Check this if you want StampCAT to mark all records found during the search and show them (that is, activate the **View Subset** command). Uncheck this if you want StampCAT to only show the first record found. Then choose **Show Next** from the **Search** menu to show the next.

OK

Press this button to execute the search.

Cancel

Press this button to close the dialog.



StampCAT does not distinguish between upper and lower case characters when searching.

Dialog Advanced Filter

In this dialog you specify the filter criterion used to limit the records printed. You can use up to 12 fields. You can group the fields in different ways. The filter criterion can be saved to a file for later use. You enter information about the different fields you want to include in the query in the same way as you do when you use the [simple filter](#). You may use the logical operator **Or** to link two fields. Press the button named **OR** to do this. Two fields that are placed on two lines next to each other are grouped by the logical operator **AND**. You add parentheses by clicking on either **(** or **)**.

Dialog options

Add field

Press this button to add a new field (field, operator and value, also called a sub-criterion).

Edit

Press this button to edit the selected sub-criterion.

Remove

Press this button to remove the selected sub-criterion.

OR

Press this button to add the **Or** logical operator.

(

Press this button to add a left parenthesis.

)

Press this button to add a right parenthesis.

Up

Press this button to move the selected sub-criterion up one line. You may also do this by pressing **Ctrl+Up arrow**, or click on the sub-criterion and then press **Ctrl** and hold the mouse-button down while you drag.

Down

Press this button to move the selected sub-criterion down one line. You may also do this by pressing **Ctrl+Down arrow**, or click on the sub-criterion and then press **Ctrl** and hold the mouse-button down while you drag.

OK

Press this button to activate the filter and close the dialog.

Cancel

Press this button to close the dialog.

Open

Press this button to open a saved filter criterion.

Save

Press this button to save the filter criterion.

Save as

Press this button to save the filter criterion under a different name.



CATBooks does not distinguish between upper and lower case characters in the filter.



The filter criterion is saved as part of the report.

Dialog Advanced Filter - Sub-criterion

In this dialog you specify the field and value you want to base this part of the filter criterion on. You must also specify the operator that is used to compare the value of the field with the value you specified (for example **contains**, **less than** or **between**).

CATBooks supports use of wildcards (? and *). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Dialog options

Field values

Press this button to select a field value from the list (this is the same list that is shown when you choose **Show Field Values** from the **Search** menu).

OK

Press this button to activate the sub-criterion.

Cancel

Press this button to close the dialog.

Dialog Choose Field

In this dialog you choose the field to add to the report.

Dialog options

OK

Press this button to choose the selected field and close the dialog.

Cancel

Press this button to close the dialog.

Dialog Full Report

This report provides you with a detailed view all information entered about the records. Every record is printed on a separate page. You should always disable the page numbering.

See also: [Full Report](#)

Dialog options

Print to

- Printer** Print the report to the printer.
- Screen** View the report on the screen.
- File** Print the report to a file.
- Test print** Check this to only print the first page (printer/screen) or first 50 lines (file).

Include

- All** All records.
- Subset** Only the subset (that is, records that are marked)
- Filter** Use a filter to specify what records to print.

Memo

Check this to print the memo field.

Filter

Press this button to create a filter that limits what records to print.

Sort

Press this button to change the sort order.

Page setup

Press this button to change margins, fonts, page numbering and columns. By default the settings from the [dialog Preferences](#) are used.

View file

Press this button to view the ASCII-file when when printing to a file is finished.

Print

Press this button to print the report.

Close

Press this button to close the dialog.



Press **Ctrl+C** to cancel the report.



The report uses all available space on the page (page width minus left and right margin). Increase the right margin if you think the report is too "wide".



Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the Simple Filter dialog or the Advanced Filter dialog when you press the **Filter** button.

Dialog Heading

In this dialog you enter the heading that is printed at the beginning of the first page. In the heading you can use the code **<date>**, which causes CATBooks to insert the current date. This is very useful when a report layout is saved. In the lookup table report you can use the code **<lookup>**, to automatically print the name of the lookup table.

Dialog options

OK

Press this button to save the heading and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.

Alignment

Left justify The heading is left justified.

Center The heading is centered.

Right justify The heading is right justified.

Dialog Line Report

This report prints one field on each line. You may save the report layout for later use. The window title displays the name of the report.

Dialog options

Print to

- Printer** Print the report to the printer.
- Screen** View the report on the screen.
- File** Print the report to a file.
- Test print** Check this to only print the first page (printer/screen) or first 50 lines (file).

Include

- All** All records.
- Subset** Only the subset (that is, records that are marked).
- Filter** Use a filter to specify what records to print.

Field names bold

Check to print the field names in bold.

Right justify field names

Check this to right justify the field names.

Ignore empty fields

Check this if you do not want to print fields that are empty.

Ignore decimals

Check this if you want CATBooks to ignore decimals (**0** vs. **0.00**)

Blank line

Check this to print a blank line between each record.

List 1

This list displays all fields that are available.

>

Press this button to move the selected field from list 1 to list 2.

<

Press this button to remove the selected field from list 2.

List 2

This list displays the fields you have chosen.

Up

Press this button to move the selected field up one line. You may also do this by pressing **Ctrl+Up arrow**, or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Down

Press this button to move the selected field down one line. You may also do this by pressing **Ctrl+Down arrow**, or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Heading

Press this button to enter a heading that is printed at the beginning of the first page.

Filter

Press this button to create a filter that limits what records to print.

Sort

Press this button to change the sort order.

Page setup

Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file

Press this button to view the ASCII-file when when printing to a file is finished.

New

Press this button to create a new report layout.

Open

Press this button to open a saved report.

Save

Press this button to save the report. Always use **lia** as file extension.

Save as

Press this button to save the report under a different name.

Print

Press this button to print the report.

Close

Press this button to close the dialog.



Press **Ctrl+C** to cancel the report.



Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the Simple Filter dialog or the Advanced Filter dialog when you press the **Filter** button.

Dialog List Report

This report prints the fields in columns just like the list in the [Browse window](#). Each record may span up to three lines. You may save the report layout for later use. The window title displays the name of the report.

See also: [Liste Report](#)

Dialog options

Print to

- Printer** Print the report to the printer.
- Screen** View the report on the screen.
- File** Print the report to a file.
- Test print** Check this to only print the first page (printer/screen) or first 50 lines (file).

Include

- All** All records.
- Subset** Only the subset (that is, records that are marked).
- Filter** Use a filter to specify what records to print.

Field names

Check this if you want to print the field names at the top of each page.

Ignore decimals

Check this if you want CATBooks to ignore decimals (**0** vs. **0.00**)

Only year

Check this if you want to ignore the day and month for date fields.

Blank line

Check this to print a blank line between each record.

Line 1/2/3

Indicates what fields that will be printed on each line. The list displays the fields and the percentage of the net page width each field will occupy. For example, if the page width is 21cm and both left and right margin is set to 1,5cm, net width is 18cm. If you have created 3 columns with the fields **Design** (50%), **Country** (25%) and **Catalog number** (25%), this corresponds to column widths of 9cm, 4.5cm and 4.5cm.

Indent Specify the indent from the left margin. Applies only to line 2 and 3.

Right justify Check this if you want to right justify the line. Applies only to line 2 and 3.

Add field Press this button to add a new field.

Remove Press this button to remove the selected field.

Properties Press this button to edit the selected field's properties.

-> Press this button to move the field to the right.

<- Press this button to move the field to the left.

Heading

Press this button to enter a heading that is printed at the beginning of the first page.

Filter

Press this button to create a filter that limits what records to print.

Sort

Press this button to change the sort order.

Page setup

Press this button to change margins, fonts, page numbering and columns. By default the

settings from the dialog Preferences are used.

View file

Press this button to view the ASCII-file when when printing to a file is finished.

New

Press this button to create a new report layout.

Open

Press this button to open a saved report.

Save

Press this button to save the report. Always use **lst** as file extension.

Save as

Press this button to save the report under a different name.

Print

Press this button to print the report.

Close

Press this button to close the dialog.



Press **Ctrl+C** to cancel the report.



Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the Simple Filter dialog or the Advanced Filter dialog when you press the **Filter** button.

Dialog Page Setup

The page setup dialog lets you specify margins and what fonts to use. You can use one font for the heading and one for the rest of the report. Default page setup is defined by choosing **Preferences** from the **File** menu. Settings you make here are used by default, but you may override this in the various reports by pressing the **Page Setup** button. In the page setup for each report, you may also specify page numbering and columns.

Dialog options

Default fonts and margins

Check this if you want to use the default fonts and margins specified in the [dialog Preferences](#).

Font

Heading Is used on the heading that is printed at the beginning of the first page.
Normal Is used on the rest of the report.

Margins

Left Left margin, in inches or centimeters.
Right Right margin, in inches or centimeters.
Top Top margin, in inches or centimeters.
Bottom Bottom margin, in inches or centimeters.

Page number

Check this if you want the pages to be numbered.

Top The page number is printed at the top of the page.
Bottom The page number is printed at the bottom of the page.
Left justify The page number is left aligned.
Center The page number is centered.
Right justify The page number is right aligned.

Columns

Enter number of columns (1 to 5). Please note that when printing to a file, one column is always used.

OK

Press this button to save any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.

Dialog Picture Report

This report prints **Country**, **Catalog number** and the **Picture**.

Dialog options

Print to

- Printer** Print the report to the printer.
- Screen** View the report on the screen.
- Test print** Check this to only print the first page.

Include

- All** All records.
- Subset** Only the subset (that is, records that are marked).
- Filter** Use a filter to specify what records to print.

New page

Check this if you want each record to be printed on a separate page.

Heading

Press this button to enter a heading that is printed at the beginning of the first page.

Filter

Press this button to create a filter that limits what records to print.

Page setup

Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

Print

Press this button to print the report.

Close

Press this button to close the dialog.



Press **Ctrl+C** to cancel the report.

Dialog Print Preview

This dialog displays the result of the print preview. We cannot guarantee that the print preview is 100% accurate. It works best with TrueType fonts. Please note that right justified fields not always are placed at the correct position. When printing to the printer everything works fine, though.

Dialog options

Zoom

Select the zoom-level (30-200%).



Press this button to view the first page.



Press this button to view the previous page.



Press this button to view the next page.



Press this button to view the last page.

Close

Press this button to close the dialog.

Dialog Properties

In this dialog you set the selected field's properties.

Dialog options

Title

Enter the name to be printed on top of every page. This applies only to the list report, *not* the line report.

Width

Specify the width as a percentage of the net page width (page width minus left and right margins).

Color

Select a color from this drop-down list.

Bold

Check this if you want CATBooks to print this field in bold.

Upper case

Check this if you want CATBooks to print this field in upper case.

Alignment

The field may be left justified, centered or right justified.

OK

Press this dialog to activate any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.

Dialog Report - Cross References

Use this dialog to print the result of the cross references.

Dialog options

Print to

- Printer** Print the report to the printer.
- Screen** View the report on the screen.
- File** Print the report to a file.
- Test print** Check this to only print the first page (printer/screen) or first 50 lines (file).

Page setup

Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file

Press this button to view the ASCII-file when when printing to a file is finished.

Print

Press this button to print the report.

Close

Press this button to close the dialog.



Press **Ctrl+C** to cancel the report.

Dialog Report - Field Values

Use this dialog to control how the list in the [dialog Show Field Values](#) is printed.

Dialog options

Print to

- Printer** Print the report to the printer.
- Screen** View the report on the screen.
- File** Print the report to a file.
- Test print** Check this to only print the first page (printer/screen) or first 50 lines (file).

Page setup

Press this button to change margins, fonts, page numbering and columns. By default the settings from the [dialog Preferences](#) are used.

View file

Press this button to view the ASCII-file when when printing to a file is finished.

Print

Press this button to print the report.

Close

Press this button to close the dialog.



Press **Ctrl+C** to cancel the report.

Dialog Report Lookup Table

This report prints the contents of the specified lookup table. Please note that you may enter the code **<lookup>** in the heading, to automatically print the name of the lookup table. This way, you can use the same heading for all lookup tables. For example, if you enter "**Lookup table <lookup>, printed on <date>**" as the heading, CATBooks will print "Lookup table Category, printed on 10.25.1996" if you print the table Category on Oct 25, 1996.

Dialog options

Print to

- Printer** Print the report to the printer.
- Screen** View the report on the screen.
- File** Print the report to a file.
- Test print** Check this to only print the first page (printer/screen) or first 50 lines (file).

Blank line

Check this if you want to print a blank line between each item.

Memo

Check this to print the memo field.

Line-up

Check this to print the members of a group (Applies only to Artist).

Filter

Use this to limit what items to print. You must specify two values; from and to.

Heading

Press this button to enter a heading that is printed at the beginning of the first page.

Page setup

Press this button to change margins, fonts, page numbering and columns. By default the settings from the [dialog Preferences](#) are used.

View file

Press this button to view the ASCII-file when when printing to a file is finished.

Print

Press this button to print the report.

Close

Press this button to close the dialog.



Press Ctrl+C to cancel the report.

Dialog Simple Filter

In this dialog you specify the field and value to base the filter on. You must also specify the operator that is used to compare the value of the field with the value you specified (for example **contains**, **less than** or **between**).

CATBooks supports use of wildcards (? and *). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Dialog options

Field values

Press this button to select a field value from the list (this is the same list that is shown when you choose **Show Field Values** from the **Search** menu).

OK

Press this dialog to activate any changes and close the dialog.

Cancel

Press this button to ignore any changes and close the dialog.



CATBooks does not distinguish between upper and lower case characters in the filter.

Dialog Summary Report

This report lets you order data into groups based on fields you select. A group value is printed only when the value has changed. The detail line is printed the same way as the list report. You may save the report layout for later use.

See also: [Summary Report](#)

Dialog options

Print to

- Printer** Print the report to the printer.
- Screen** View the report on the screen.
- File** Print the report to a file.
- Test print** Check this to only print the first page (printer/screen) or first 50 lines (file).

Include

- All** All records.
- Subset** Only the subset (that is, records that are marked).
- Filter** Use a filter to specify what records to print.

Ignore decimals

Check this if you want CATBooks to ignore decimals (**0** vs. **0.00**)

Only year groups

Check this if you want to ignore the day and month for date fields when used in groups.

Only year details

Check this if you want to ignore the day and month for date fields when used in details.

Groups

Select the fields that are used to group the report. The report is always sorted on these fields. A group value is printed only when the value has changed.

- Color** Select the color.
- Bold** Check this if you want to print the field in bold.
- Upper case** Check this if you want CATBooks to print this field in upper case.
- Blank line** Check this if you want CATBooks to print a blank line when the group value has changed.
- Indent** Specify the indent from the left margin. Applies only to group 2 and 3.

Details

Indicates what fields that will be printed on the details line. The list displays the fields and the percentage of the net page width each field will occupy. For example, if the page width is 21cm and both left and right margin is set to 1,5cm, net width is 18cm. If you have created 3 columns with the fields **Design** (50%), **Country** (25%) and **Catalog number** (25%), this corresponds to column widths of 9cm, 4.5cm and 4.5cm.

- Indent** Specify the indent from the left margin. Applies only to line 2 and 3.
- Right justify** Check this if you want to right justify the line. Applies only to line 2 and 3.
- Add field** Press this button to add a new field.
- Remove** Press this button to remove the selected field.
- Properties** Press this button to edit the selected field's properties.
- >** Press this button to move the field to the right.
- <-** Press this button to move the field to the left.

Heading

Press this button to enter a heading that is printed at the beginning of the first page.

Filter

Press this button to create a filter that limits what records to print.

Sort

Press this button to change the sort order.

Page setup

Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file

Press this button to view the ASCII-file when when printing to a file is finished.

New

Press this button to create a new report layout.

Open

Press this button to open a saved report.

Save

Press this button to save the report. Always use **srt** as file extension.

Save as

Press this button to save the report under a different name.

Print

Press this button to print the report.

Close

Press this button to close the dialog.



Press **Ctrl+C** to cancel the report.



Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the Simple Filter dialog or the Advanced Filter dialog when you press the **Filter** button.

Dialog View File

This dialog displays the contents of the ASCII-file.

Main Windows

StampCAT has six windows that are always visible. The position and size of these windows are automatically saved when you exit the program, and is used the next time you run StampCAT.

StampCAT

Active Record 1

Active Record 2

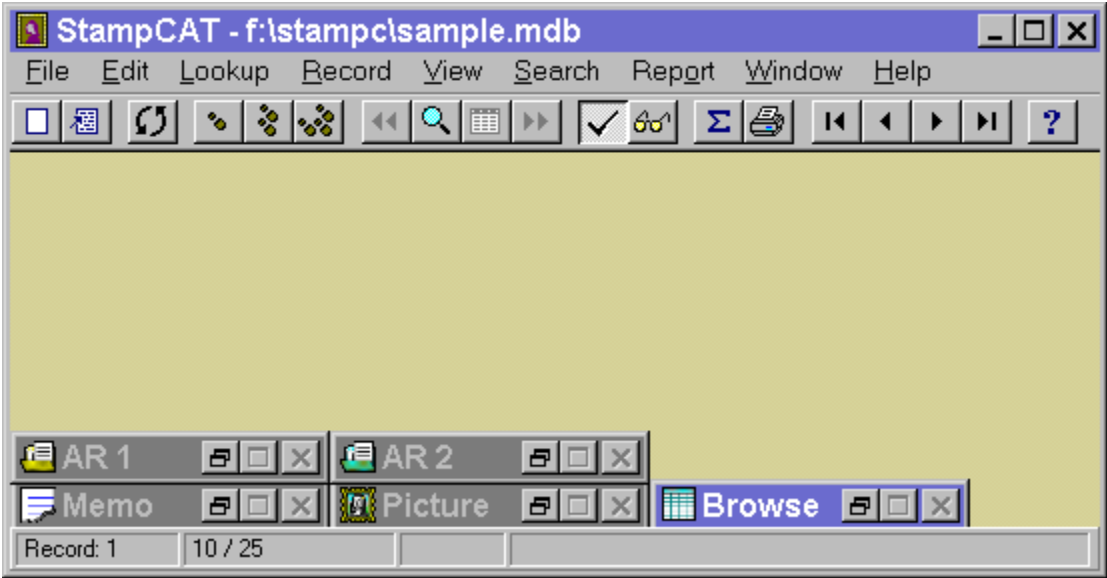
Memo

Picture

Browse

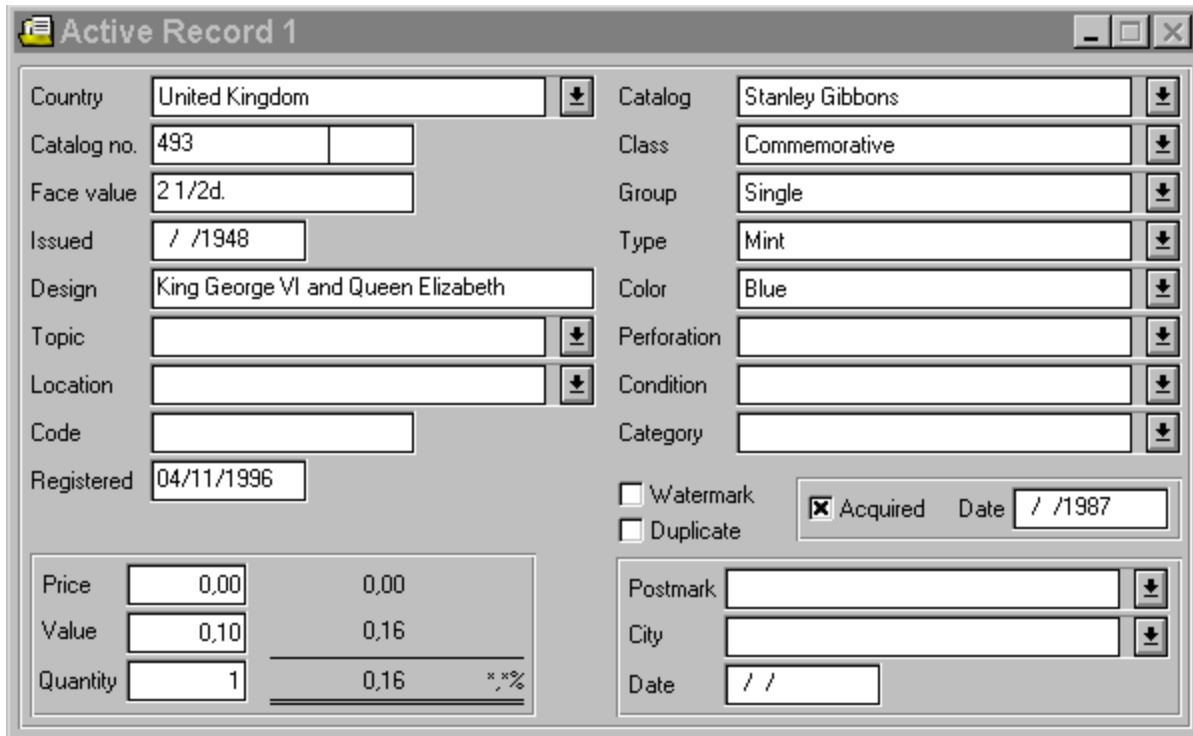
Window StampCAT

This is StampCAT's main window. You may resize it, and we recommend that you maximize it. The other six windows are always displayed within the frame of this window. If you minimize it, no other windows are visible. You see the name of the open database in the title bar.



Window Active Record 1

This window contains the standard fields. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.

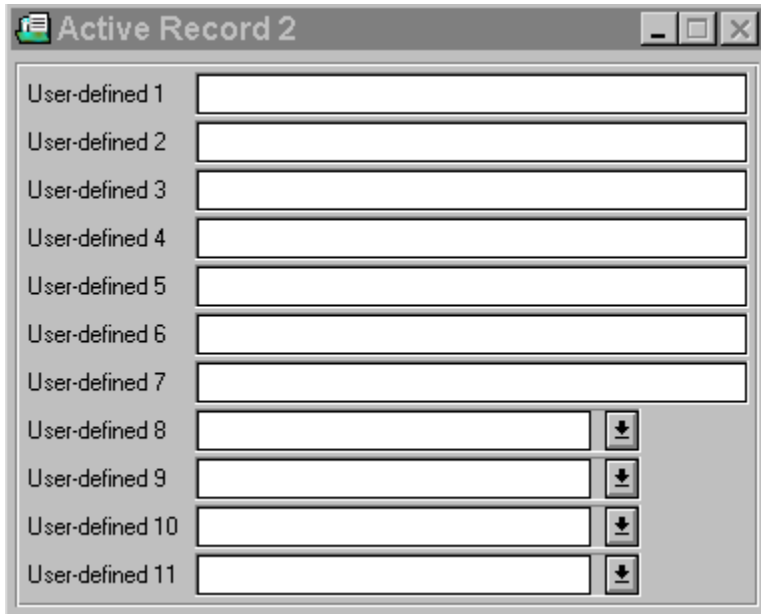


The screenshot shows a window titled "Active Record 1" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains several input fields and dropdown menus, organized into two columns. The fields are as follows:

Country	United Kingdom	Catalog	Stanley Gibbons
Catalog no.	493	Class	Commemorative
Face value	2 1/2d.	Group	Single
Issued	/ /1948	Type	Mint
Design	King George VI and Queen Elizabeth	Color	Blue
Topic		Perforation	
Location		Condition	
Code		Category	
Registered	04/11/1996	<input type="checkbox"/> Watermark	<input checked="" type="checkbox"/> Acquired Date / /1987
<input type="checkbox"/> Duplicate			
Price	0,00	0,00	
Value	0,10	0,16	
Quantity	1	0,16	*,*%
Postmark			
City			
Date	/ /		

Window Active Record 2

This window contains the special information fields. You change the name of these fields by choosing **User-defined Fields** from the **File** menu. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.



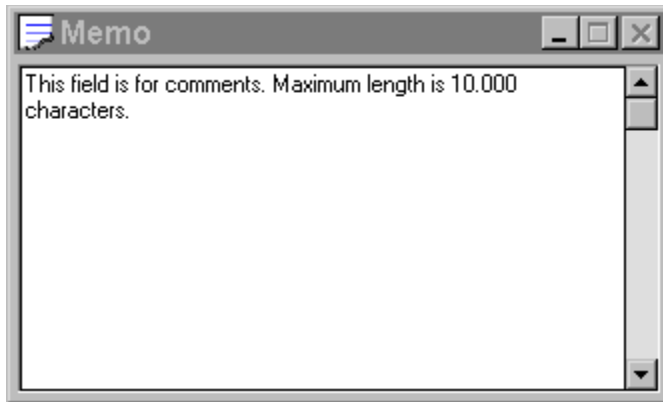
The screenshot shows a window titled "Active Record 2" with standard window controls (minimize, maximize, close). Inside the window, there are 11 rows, each labeled "User-defined 1" through "User-defined 11". Each row contains a text input field. The last four rows (User-defined 8, 9, 10, and 11) also have a small button with a downward-pointing arrow to the right of the input field.



None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told StampCAT that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

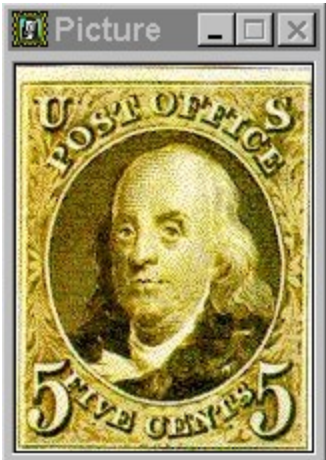
Window Memo

This window holds the memo field. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.



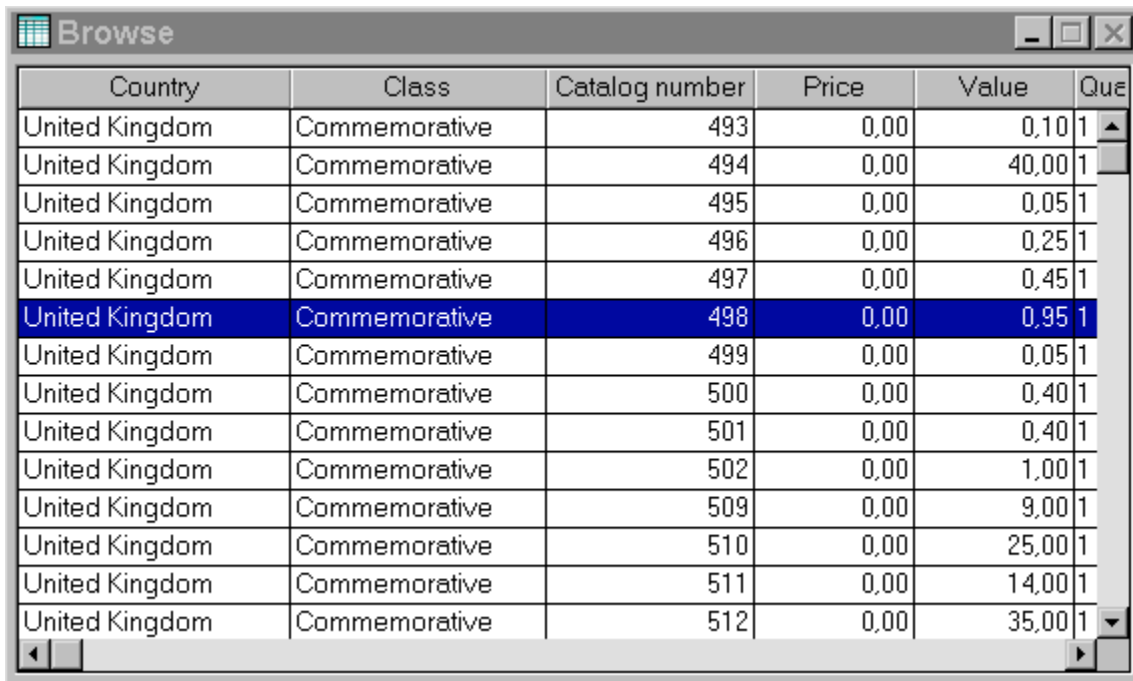
Window Picture

This window displays the picture you have added to the record. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.



Window Browse

This window shows a list of all records. To view only the subset (that is, only marked records), choose **Subset** from the **View** menu. To change the browse layout, choose **Browse Layout** from the **File** menu. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.



Country	Class	Catalog number	Price	Value	Que
United Kingdom	Commemorative	493	0,00	0,10	1
United Kingdom	Commemorative	494	0,00	40,00	1
United Kingdom	Commemorative	495	0,00	0,05	1
United Kingdom	Commemorative	496	0,00	0,25	1
United Kingdom	Commemorative	497	0,00	0,45	1
United Kingdom	Commemorative	498	0,00	0,95	1
United Kingdom	Commemorative	499	0,00	0,05	1
United Kingdom	Commemorative	500	0,00	0,40	1
United Kingdom	Commemorative	501	0,00	0,40	1
United Kingdom	Commemorative	502	0,00	1,00	1
United Kingdom	Commemorative	509	0,00	9,00	1
United Kingdom	Commemorative	510	0,00	25,00	1
United Kingdom	Commemorative	511	0,00	14,00	1
United Kingdom	Commemorative	512	0,00	35,00	1

Operators

An operator is used to compare the value of the selected field with the value you specify when you search or use a filter when printing reports. StampCAT uses 14 different operators.

If you think this sounds very complicated, you should concentrate on the two most used operators: **Is equal to** and **Contains**. The number of operators that are available depends on the field type (text, date, logical or numeric).

Here is a list of all operators (the abbreviation is used in the dialogs [Advanced Filter](#) and [Advanced Search](#)):

Is equal to (==)	The field must contain <i>exactly</i> the value you specify.
Contains (=)	The field must contain the value you specify. Where in the field this value is located does not matter. In combination with this operator you may also use Wildcards .
Begins with (=*...)	The field needs to begin with the value you specify.
End with (=...*)	The field needs to end with the value you specify.
Is not equal to (not ==)	The field cannot match exactly the value you specify.
Does not contain (not =)	The field cannot contain the value you specify. In combination with this operator you may also use Wildcards .
Does not begin with (not =*...)	The field cannot begin with the value you specify.
Does not end with (not =...*)	The field cannot end with the value you specify.
Is greater than (>)	The field needs to be greater than the value you specify.
Is greater than or equal to (>=)	The field needs to be greater or equal to the value you specify.
Is less than (<)	The field needs to be less than the value you specify.
Is less than or equal to (<=)	The field needs to be less than or equal to the value you specify.
Is between (between)	The field needs to be greater or equal to the first value you specify and less than or equal to the second value you specify.
Is not between (not between)	The field needs to be less than the first value you specify and greater than the second value.

Wildcards

StampCAT supports use of wildcards (? and *). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Here are some examples:

Country Begins with "S"

Search for stamps where the country that issued the stamp begins with "S", for example "Spain" or "Singapore"

Country does not Begin with "S"

Search for stamps where the country that issued the stamp *does not* begin with "S".

Statusbar 1

Display the active record's number. The records are numbered according to their position in the window Browse. The first record is record number 1, the second is record number 2 and so on. If you are adding a new record, only **New** is shown until the record is saved.

Statusbar 2

Display the number of records and how many of these that are marked. For example, if you have entered 340 records and 75 are marked, the statusbar will read **75 / 340**.

Statusbar 3

Indicated whether the activate record is marked for deletion or not. To physically remove the record from the database, choose **Compress** from the **File** menu.

Statusbar 4

This part of the statusbar is used to provide you with information on what is happening when a command is activated (for example when you search, or print a report).

Memo

This field is for comments. Maximum length is 10.000 characters.

Picture

This field holds the picture of the stamp. Only bitmaps are currently supported.



Bitmap pictures occupy a lot of disk space, but you can have StampCAT compress the pictures by choosing **Preferences** from the **File** menu and checking **Misc. - Use compression / Save pictures**. When using compression, bitmaps may occupy as little as 1/8 of the original size.



It may take some time to read the picture from the database. Therefore, if you want to browse the database quickly, always minimize the Picture window.

Browse

The list shows a list of all records. To view only the subset (that is, only marked records), choose **Subset** from the **View** menu. To change the browse layout, choose **Browse Layout** from the **File** menu.



If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- Layout
- Font
- Fixed columns
- Change Sort Order

User-defined 1

This is a text field with a maximum length of 50 characters.

User-defined 2

This is a text field with a maximum length of 50 characters.

User-defined 3

This is a text field with a maximum length of 50 characters.

User-defined 4

This is a text field with a maximum length of 50 characters.

User-defined 5

This is a text field with a maximum length of 50 characters.

User-defined 6

This is a text field with a maximum length of 50 characters.

User-defined 7

This is a text field with a maximum length of 50 characters.

User-defined 8

This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 8** from the **Lookup** menu to edit this list.



Press **Ctrl+W** when the list has the focus to add a new item.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New User-defined 8
- Edit Lookup Table

User-defined 9

This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 9** from the **Lookup** menu to edit this list.



Press **Ctrl+W** when the list has the focus to add a new item.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New User-defined 9
- Edit Lookup Table

User-defined 10

This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 10** from the **Lookup** menu to edit this list.



Press **Ctrl+W** when the list has the focus to add a new item.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New User-defined 10
- Edit Lookup Table

User-defined 11

This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 11** from the **Lookup** menu to edit this list.



Press **Ctrl+W** when the list has the focus to add a new item.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New User-defined 11
- Edit Lookup Table

Country

The country that issued the stamp. Type the name or select it from the drop-down list.



Press **Ctrl+W** when the list has the focus to add a new country.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Country
- Edit Lookup Table

Catalog no

Enter the catalog number for the given stamp. Please note that some catalog number have "letter qualifiers" (76a or 109f). Always add the qualifier in the right part of the text box. For example, if the catalog number is 76a, then enter **76** in the left part of the text box and **a** in the right part. *This is very important for accurate sorting!*

Face value

Enter the value that is printed on the stamp.

Issued

Enter the date the stamp was issued. If you do not know the exact month and/or day, just enter the year (for example 02.26.1981, .07.1931 or .1889).

Design

The stamp's design. This may be a simple description of what is on the stamp, words that appear on the stamp or anything that will distinguish the stamp from other stamps.

Topic

If you collect stamp by topic, specify the topic here (for example Animals, Flowers, Ships or Space). You can select one of the pre-defined topics from the list or define your own topic as follows:

1. From the **Lookup** menu choose **Topic**.
2. Delete the items you do not need. To do this, select the item you want to delete and choose **Delete**.
3. To add a new topic, choose **New** and complete the information requested in the dialog box.



Press **Ctrl+W** when the list has the focus to add a new topic.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Topic
- Edit Lookup Table

Location

Where the stamp is located. Type the location or select it from the drop-down list.



Press **Ctrl+W** when the list has the focus to add a new location.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Location
- Edit Lookup Table

Code

Use this field to specify a *short* description that identify the stamp. If the stamp is in album number 2 on page 23, for example type A02/23.

Registered

The registration date. Todays date is used automatically but you can change it if you want.

Catalog

Specify the catalog that **Catalog number** and **Value** are based on. You can select one of the pre-defined catalogs from the list or define your own catalog as follows:

1. From the **Lookup** menu choose **Catalog**.
2. Choose **New** and complete the information requested in the dialog box. You must specify the currency used in this catalog, the exchange rate and items (1 for dollar and pound and 100 for all other currencies).



Press **Ctrl+W** when the list has the focus to add a new catalog.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Catalog
- Edit Lookup Table

Class

The class, for example Air mail, Commemorative, Postage due, Regular, Special delivery. Type the class or select it from the drop-down list.



Press **Ctrl+W** when the list has the focus to add a new class.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Class
- Edit Lookup Table

Group

Stamps can be collected in different groupings, for example Block, Booklet pane, Envelope, Se-tenant, Sheet, or Single. Type the group or select it from the drop-down list.



Press **Ctrl+W** when the list has the focus to add a new group.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Group
- Edit Lookup Table

Type

The type of stamp, for example Mint, Unused or Used. Type it or select from the drop-down list.



Press **Ctrl+W** when the list has the focus to add a new type.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Type
- Edit Lookup Table

Color

Enter information about the color of the stamp. Type the color or select it from the drop-down list.



Press **Ctrl+W** when the list has the focus to add a new color.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Color
- Edit Lookup Table

Preformation

Enter information about the performance, for example perf 10, perf 10 x 11 or perf 10 x 11 x 10 x 10. Type it or select from the drop-down list.



Press **Ctrl+W** when the list has the focus to add a new preformation.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Preformation
- Edit Lookup Table

Condition

Enter information about the stamp's condition, for example Fine, Good, Superb or Very fine. You can select one of the pre-defined conditions from the list or define your own condition as follows:

1. From the **Lookup** menu choose **Condition**.
2. Delete the items you do not need. To do this, select the item you want to delete and choose **Delete**.
3. To add a new condition, choose **New** and complete the information requested in the dialog box.



Press **Ctrl+W** when the list has the focus to add a new condition.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Condition
- Edit Lookup Table

Category

Use this field if you want to catalog the stamp under an additional category. Type the category or select it from the drop-down list.



Press **Ctrl+W** when the list has the focus to add a new category.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Category
- Edit Lookup Table

Watermark

Check this box if the stamp has a watermark.

Duplicate

Check this box if the stamp is a duplicate.

Acquired

Check this box if you have acquired this stamp. Uncheck it if you have not yet acquired it. You can then print a want list by choosing **Summary** from the **Report** menu and open **WANT.SUM**.

Acquired date

Enter the date that you acquired the stamp.

Price

The purchase price. You can decide, for example, if this refers to the price you actually paid for the stamp or the retail purchase price if it is different.

Value

Current market value of the stamp according to the catalog you are using.

Quantity

The number of stamps that fit the particular description. If some of the information differ between several of the same stamp (for example condition or postmark) you should list them separately.

Postmark type

Enter the type of postmark. Type it or select from the drop-down list.



Press **Ctrl+W** when the list has the focus to add a new postmark type.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Postmark Type
- Edit Lookup Table

Postmark city

Enter the city/town of the postmark. Type it or select from the drop-down list.



Press **Ctrl+W** when the list has the focus to add a new postmark city.



StampCAT does not distinguish between upper and lower case characters in this list.



Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Postmark City
- Edit Lookup Table

Postmark date

Enter the date of the postmark.

Calculated price and value and Change in value

Calculated price, value and the difference between calculated price and value.

Calculated price is computed by taking **Price** and multiply with **Quantity**. **Calculated value** is computed by taking **Value** and multiply with **Quantity**, then convert it into your own currency using the exchange rate from the lookup table **Catalog**. The other two fields indicate the difference between **Calculated value** and **Calculated price**.

File extensions report files

lin	line report
lis	list report
sum	summary report

Procedures

In this section some of the most important procedures (for example how to create a database or how to search) are explained in details. Most of these examples are referring to the sample database (**SAMPLE.MDB**) that was copied to the same directory as StampCAT during installation.

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Create New Database

A database is one physical file containing a set of related data tables. All information you enter about a record is stored in the same database. You may, however, have as many databases as you like. This way you can split your collection in different databases. Existing databases can later be merged. Each database you create has a corresponding ini-file with the same name as the database (for example **STAMPS.MDB** and **STAMPS.INI**). This ini-file contains information about the browse layout and sort order.

The first you need to do after you have started StampCAT, is to open a database. You can do this by either open an existing database or create a new. The database that was opened when you exited the program, is automatically opened the next time you start it.

Follow these steps to create a new database:

1. From the **File** menu choose **New**. You see the Create New Database dialog box.
2. Select the drive and directory where you want to create the database if it is different from the StampCAT directory. In general, we recommend that you do not change the directory.
3. In the **File Name** text box type the name of the database. The name should be one that easily reminds you of the information in the database, for example STAMP, TRAINS or USA. As with other Windows file names, it cannot have more than eight characters. The file extension identifying the database, .MDB, is added automatically.
4. Choose **OK**.

Most of the lookup tables in a new database are empty. From the **Lookup** menu, choose **Transfer** to transfer the contents of one or more lookup tables from another database. For more information on this, see [Transfer Lookup Tables](#).

Open Database

Follow these steps to open a database:

1. From the **File** menu, choose **Open**.
2. In the **Directories** list box, select the drive and directory where the database is located if it is different from the StampCAT directory.
3. From the list box of database names, select the database you want to open and choose **OK** or double-click the name.

We recommend that you open the sample database (**SAMPLE.MDB**) the first time you run StampCAT. Most examples in the documentation are referring to this database.

Backup

You create a backup copy of the open database by following these steps:

1. Choose **Backup** from the **File** menu.
2. Specify the drive and directory to copy the database to, this is usually root on drive A.
3. Press the **OK** button and follow the instruction on the screen.



To protect against hard disk failure, you should routinely backup your valuable data files. FNProgramvare has no responsibility for any loss of data.

Restore Backup

You may restore a backup by following these steps:

1. Choose **Restore** from the **File** menu.
2. Specify the drive and directory where the backup is located, this is usually root on drive A.
3. Press the **OK** button.
4. Specify the drive and directory where the database is to be copied to.
5. Insert diskette number 1 (with the file "**dbname**".**001**) into your diskette drive.
6. Press the **OK** button and follow the instruction on the screen.

The files are now copied to the hard disk and merged to one database.

Change Browse Layout

The window "Browse" displays a list of all records (or only marked records, if you have checked **Subset** in the **View** menu). By default **Country, Class, Catalog number, Price, Value, Quantity, Calculated price** and **Calculated value** are displayed.

Let us now change the browse layout to **Catalog number, Design** and **Issued**:

1. Choose **Browse Layout** from the **File** menu. You may also click with the 'other' mouse-button on the list and select **Layout** from the popup-menu.
2. Select **User defined 1**.
3. Press the **Edit** button.
4. Select **Catalog number, Design** and **Issued** from the left list box. The fields you have chosen are now displayed in the right list box.
5. Enter a title, for example **C#/Design/Issued**.
6. By default the font **MS Sans Serif (10 points)** is used. If you want to change this, press the **Font** button.
7. Press the **OK** button. You are returned to the dialog Browse Layout.
8. Press the **OK** button to activate this layout.
9. If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.

Change Sort Order

By default the records are sorted on **Country, Class** and **Catalog number**. You may however define up to 5 sort criteria yourself.

Let us now define a sort criteria based on **Color** and **Catalog number**:

1. Choose **Change Sort Order** from the **File** menu.
2. Select **User Defined 1**.
3. Press the **Edit** button.
4. Select **Color** and **Catalog number** from the left list box. The fields you have chosen are now displayed in the right list box.
5. Enter a title, for example **Color/C#**.
6. Press the **OK** button. You are returned to the dialog Change Sort Order .
7. Press the **OK** button to activate this sort criterion.

Transfer Lookup Tables

StampCAT uses a relational database model. This means that you register most information only once. For example, a name of a country is included in the catalog the first time you add a stamp from this country. Later, you simply choose this name from a list. StampCAT stores the information in "lookup tables". The result is that you save time and avoid typing errors. The database occupies less space and it is easier to search for exactly the information you want.

The items in the lookup tables in a database is only accessible from within this database. If you work with several databases, you may want to transfer one or more tables from another database.

Follow these steps to transfer the lookup tables from another database:

1. Choose **Transfer** from the **Lookup** menu.
2. Specify the database you want to transfer the tables from.
3. Press the **OK** button.
4. Select the tables you want to transfer.
5. Press the **OK** button to start.

Change User Defined Field Names

In addition to the standard fields, you can define up to thirteen fields for special information. These fields are ready to use, but you may want to change the field names to something more specific (the default names are User-defined 1, User-defined 2 and so on).

Follow these steps to change the names of the special fields (user-defined fields):

1. From the **File** menu choose **User-defined Fields**. You see the User-defined Fields dialog box.
2. In the text boxes available, type the titles of the special fields, for example 'For sale'. Ensure that the field number corresponds to the type of field you want the special category to be. For example, the 'For sale' field should be a check box.
3. Choose **OK**.



None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told StampCAT that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

Add New Record

Follow these steps to add a new record:

1. Choose **New** from the **Record** menu.
2. Enter relevant information in these windows: Active Record 1, Active Record 2 and Memo.
3. StampCAT automatically saves the information the moment you leave the Active Record window to choose another command. You can also save the information by choosing **Save** from the **Record** menu.

Delete Record

When you delete records as explained below, StampCAT will also compress your database to save hard disk space:

1. If you do not see the Browse window, open it by double-clicking the **Browse** icon at the bottom of the main window. You may also press **Ctrl+B**.
2. From the list of registered records, select the record you want to delete.
3. From the **Record** menu choose **Delete / Active record**. You see the word DELETED in the status bar. Repeat for the other records you want to delete (if any).
4. From the **File** menu choose **Compress**. The system asks if you want to delete the record(s). Click **Yes**.

Find

Let us now execute a search, and let StampCAT show us all records found directly.

Here is an example that shows you how to find stamps issued between 1949 and 1951 (please open the sample database, **SAMPLE.MDB**, first):

1. Choose **Find** from the **Search** menu.
2. Type . **1949** and . **1951** in the two **Issued** text boxes.
3. Uncheck **Search subset**. We want to search all records, no matter whether they are marked or not.
4. Check **Show all**. We want StampCAT to mark all records found and then show these (that is, show the subset).
5. Press the **OK** button to execute the search.

Simple Search

Here is an example that shows you how to search for stamps from the United Kingdom (please open the sample database, **SAMPLE.MDB**, first):

1. Choose **Simple Search** from the **Search** menu.
2. Select **Country** from the first drop-down list (this is the field).
3. Select **Is equal to** from the next drop-down list (this is the operator).
4. Enter **United Kingdom** (or select it from the list) as the value to search for.
5. Uncheck **Search subset**. We want to search all records, no matter whether they are marked or not.
6. Uncheck **Show all**. We want to show one record at first and later choose **Show Next** from the **Search** menu. This is faster since StampCAT does not need to mark all records that are found.
7. Press the **OK** button to execute the search.

Cross References 1 - Country - > Catalog number

Here we will create cross references between **Country** and **Catalog number** (please open the sample database, **SAMPLE.MDB**, first).

1. Choose **X-Ref** from the **Search** menu.
2. Select **Country** from the drop-down list to the left.
3. Select **Catalog number** from the drop-down list over the second list box. All stamps issued by the country selected in the left-most list are shown.
4. Try to select a different country and watch StampCAT update the list with catalog numbers.
5. Select **United Kingdom** in the list to the left.
6. To execute a search based on this cross reference, first select the first record shown in the second list box.
7. Select the operator **>=** (Is greater then or equal to) from the second operator drop-down list.
8. Uncheck **Search subset** in the **Search** menu. We want to search all records, no matter whether they are marked or not.
9. Check **Show all** in the **Search** menu. We want StampCAT to mark all records found and then show these (that is, show the subset).
10. Choose **Execute** from the **Search** menu to execute the search.

Cross References 2 - Color -> Design -> Catalog number

Here we will create cross references between **Color**, **Design** and **Catalog number** (please open the sample database, **SAMPLE.MDB**, first).


1. Choose **X-Ref** from the **Search** menu.
2. Select **Color** from the drop-down list to the left.
3. Select **Design** from the drop-down list over the second list box.
4. Select **Catalog number** from the drop-down left over third list box.
5. Try to select a different color or design and watch how the list with catalog numbers is updated.
6. Select **Blue** in the list to the left list, and **King George VI and Queen Elisabeth** in the second list box.
7. Let us execute a search based on this cross reference.
8. Uncheck **Search subset** in the **Search** menu. We want to search all records, no matter whether they are marked or not.
9. Check **Show All** in the **Search** menu. We want StampCAT to mark all records found and then show these (that is, show the subset).
10. Choose **Execute** from the **Search** menu to execute the search.

Full Report

This report provides you with a detailed view all information entered about a record. Let us print all stamps issued between **1949** and **1951** (please open the sample database, **SAMPLE.MDB**, first):

1. Choose **Full** from the **Report** menu.
2. We want a print preview, select **Print to/Screen**.
3. To only print stamps issued between 1949 and 1951, press the **Filter** button and specify the following filter criterion: **Issued Between . .1949/ . .1951**. Press the **OK** button to activate this filter. StampCAT selects **Include/Filter** automatically.
4. Press the **Print** button to print.
5. When you close the report window all options are saved, and are automatically loaded next time you select this report.



You print a full report of the activate record by clicking  on the toolbar.



The report uses all available space on the page (page width minus left and right margin). Increase the right margin if you think the report is too "wide".

List Report

We will now print a list of **Catalog number, Design** and **Color** (please open the sample database, **SAMPLE.MDB**, first):

1. Choose **List** from the **Report** menu.
2. Press the **New** button to create a new report layout.
3. We want a print preview, select **Print to/Screen**.
4. We want to print all records, select **Include/All**.
5. Select **Line 1**, press the **Add field** button and select **Catalog number** from the list. Press **Add field** and select **Design** and finally **Add field** and **Color**.
6. If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.
7. Uncheck **Field names**.
8. Press the **Sort** button. Specify **Catalog number** as the sort field and press the **OK** button.
9. Press the **Save** button to save the report layout.
10. Press the **Print** button to print.

Summary Report

In this example we will create a summary report grouped by **Design**, and place **Catalog number, Issued** and **Code** on the details line (please open the sample database, **SAMPLE.MDB**, first):

1. Choose **Summary** from the **Report** menu.
2. Press the **New** button to create a new report layout.
3. We want a print preview, select **Print to/Screen**.
4. We want to print all records, select **Include/All**.
5. Select **Groups** and select **Design** from the first drop-down list.
6. Select **Details** and enter **0,50** as **Indent**.
7. **Catalog number, Issued** and **Code** are to be printed on the details line. Press the **Add field** button and select **Catalog number**, then **Add field** and select **Issued**, then **Add field** and **Code**.
8. If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.
9. Press the **Save** button to save the report layout.
10. Press the **Print** button to print.

Tips

[Go To Record](#)

[Reports - Fonts](#)

[Show Fields](#)

Go To Record

When you choose **Go to** from the **Record** menu, StampCAT executes this search based on the active sort order. If you specify a value that does not exist, StampCAT searches for the first record where the field begins with this value. If the first field in the sort order is not the same you are searching in, the result may not be what you expect. For example, if the records are sorted by Catalog number and you choose **Go to Record by Design** and enter "**H**", StampCAT searches for the *first* record from the top of the list in the "Browse" window where the design description begins with "H".

Reports - Fonts

This first time StampCAT is run, the first font installed on the printer (as it is returned by Windows) is set to the default font. If you are not satisfied with this font, simply choose **Preferences** from the **File** menu, then **Report** and select another font. You can use one font for the heading and one for the rest of the report. Settings you make in the dialog Preferences are used by default, but you may override this in the various reports by pressing the **Page Setup** button.

Show Fields

None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told StampCAT that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

To change what fields to show in lists, to the following:

1. Choose **Preferences** from the **File** menu.
2. In the list box **Show fields** select the fields you are using.
3. Press the **OK** button to save and activate the changes.

User's Guide

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Starting StampCAT

Double-click the **StampCAT icon**. You see the StampCAT main window.



In StampCAT, the windows you use most often are always available as icons at the bottom of the main window. To open a window, double-click the icon. You may also open a window by choosing from the **Window** menu or pressing the menu shortcut (for example **Ctrl+B** to open the Browse window). When you no longer need a window, minimize it.

When you start StampCAT for the *first time*, you see the Browse window (if you do not see it, double-click the Browse icon at the bottom of the main window). The Browse window contains the records from the *sample database* included with StampCAT (this database is called **SAMPLE.MDB**).

Before you can start cataloging your collection, you must create your own database. StampCAT enables you to have several databases so you can split your collection in different segments. Separate databases can later be merged.

Creating a database

1. From the **File** menu choose **New**. You see the Create New Database dialog box.
2. Select the drive and directory where you want to create the database if it is different from the StampCAT directory. In general, we recommend that you do not change the directory.
3. In the **File Name** text box type the name of the database. The name should be one that easily reminds you of the information in the database, for example STAMP, TRAINS or USA. As with other Windows file names, it cannot have more than eight characters. The file extension identifying the database, .MDB, is added automatically.
4. Choose **OK**.

The database is open and you can now begin adding information to it. You see the name of the database in the title bar of the StampCAT window.

If you want to organize your collection using only one database, then you don't have to think about databases again. StampCAT will always open this database when you start the application. If, however, you choose to organize your collection in a way that requires several databases, follow the steps above to create as many as you need. To switch from one database to another, see [Opening a database](#).

Opening a database

Whenever you start StampCAT the system will automatically open the last database you worked with. If you have more than one database and want to change, follow the steps below:

1. From the **File** menu, choose **Open**.
2. In the **Directories** list box, select the drive and directory where the database is located if it is different from the StampCAT directory.
3. From the list box of database names, select the database you want to open and choose **OK** or double-click the name.



If you do not exit the program by choosing **Exit** from the **File** menu (or **Close** from the main window's **Control** menu), for example if a system error occurs or there is a power-failure, you may get an error message the next time you try to open the database (probably error 3049). If this happens, run a utility called **FIX** that was installed to the same directory as StampCAT.

Cataloging Your Collection

If you haven't already done so, create a database (see [Creating a database](#)). Otherwise, make certain the database you want to work with is open (see [Opening a database](#)).

When you type information, StampCAT can automatically make the first letter in each word uppercase. If you want to use this feature:

1. From the **File** menu choose **Preferences**.
2. In the Preferences dialog box, choose **Data Entry**.
3. Ensure that the option **Uppercase first character** is checked (marked with an X).
4. Choose **OK**.

Adding a record

To add a new record to your catalog, choose **New** from the **Record** menu. You see the Active Record 1 window. Note the following:

- Since adding a record is something you do often, StampCAT makes this window available to you at any time. The window is always visible and can be minimized and reduced to an icon but not closed.
- StampCAT automatically saves the information the moment you leave the Active Record window to choose another command. You can also save the information by choosing **Save** from the **Record** menu.
- If you want to examine another record, select the record in the Browse window. If it is minimized, double-click the **Browse** icon at the bottom of the main window or press **Ctrl+B**.

Fill in the fields as explained below. Most information you need to enter only once. For example, a name of a country is included in the catalog the first time you add a stamp from this country. Later, you simply choose this name from a list.

Country	The country that issued the stamp. Type the name or select it from the drop-down list.
Catalog no	Enter the catalog number for the given stamp. Please note that some catalog number have "letter qualifiers" (76a or 109f). Always add the qualifier in the right part of the text box. For example, if the catalog number is 76a, then enter 76 in the left part of the text box and a in the right part. <i>This is very important for accurate sorting!</i>
Face value	Enter the value that is printed on the stamp.
Issued	Enter the date the stamp was issued. If you do not know the exact month and/or day, just enter the year (for example 02.26.1981, .07.1931 or .1889).
Design	The stamp's design. This may be a simple description of what is on the stamp, words that appear on the stamp or anything that will distinguish the stamp from other stamps.
Topic	If you collect stamp by topic, specify the topic here (for example Animals, Flowers, Ships or Space). You can select one of the pre-defined topics from the list or define your own topic as follows: <ol style="list-style-type: none">1. From the Lookup menu choose Topic.2. Delete the items you do not need. To do this, select the item you want to delete and choose Delete.3. To add a new topic, choose New and complete the information requested in the dialog box.
Location	Where the stamp is located. Type the location or select it from the drop-down list.
Code	Use this field to specify a <i>short</i> description that identify the stamp. If the stamp is in album number 2 on page 23, for example type A02/23.

Registered	The registration date. Today's date is used automatically but you can change it if you want.
Catalog	Specify the catalog that Catalog number and Value are based on. You can select one of the pre-defined catalogs from the list or define your own catalog as follows: <ol style="list-style-type: none"> 1. From the Lookup menu choose Catalog. 2. Choose New and complete the information requested in the dialog box. You must specify the currency used in this catalog, the exchange rate and items (1 for dollar and pound and 100 for all other currencies).
Class	The class, for example Air mail, Commemorative, Postage due, Regular, Special delivery. Type the class or select it from the drop-down list.
Group	Stamps can be collected in different groupings, for example Block, Booklet pane, Envelope, Se-tenant, Sheet, or Single. Type the group or select it from the drop-down list.
Type	The type of stamp, for example Mint, Unused or Used. Type it or select from the drop-down list.
Color	Enter information about the color of the stamp. Type the color or select it from the drop-down list.
Perforation	Enter information about the perforation, for example perf 10, perf 10 x 11 or perf 10 x 11 x 10 x 10. Type it or select from the drop-down list.
Condition	Enter information about the stamp's condition, for example Fine, Good, Superb or Very fine. You can select one of the pre-defined conditions from the list or define your own condition as follows: <ol style="list-style-type: none"> 1. From the Lookup menu choose Condition. 2. Delete the items you do not need. To do this, select the item you want to delete and choose Delete. 3. To add a new condition, choose New and complete the information requested in the dialog box.
Category	Use this field if you want to catalog the stamp under an additional category. Type the category or select it from the drop-down list.
Watermark	Check this box if the stamp has a watermark.
Duplicate	Check this box if the stamp is a duplicate.
Acquired	Check this box if you have acquired this stamp. Uncheck it if you have not yet acquired it. You can then print a want list by choosing Summary from the Report menu and open WANT.SUM .
Acquired date	Enter the date that you acquired the stamp.
Price	The purchase price. You can decide, for example, if this refers to the price you actually paid for the stamp or the retail purchase price if it is different.

Value Current market value of the stamp according to the catalog you are using.

Quantity The number of stamps that fit the particular description. If some of the information differ between several of the same stamp (for example condition or postmark) you should list them separately.

Postmark type Enter the type of postmark. Type it or select from the drop-down list.

Postmark city Enter the city/town of the postmark. Type it or select from the drop-down list.

Postmark date Enter the date of the postmark.

Memo This field is for comments. Maximum length is 32.000 characters.

Special info In addition to the standard fields, you can define up to eleven fields for special information. These fields are ready to use, but you may want to change the field names to something more specific (the default names are User-defined 1, User-defined 2 and so on). To name a special field:

1. At the bottom of the StampCAT window, double-click the icon for Active Record 2 (AR2) or press **Ctrl+J**. You see the Active Record 2 window with the thirteen special information fields. There are four text fields (maximum 50 characters), four drop-down list fields, three check-box fields, one date field and one numeric field.
2. From the **File** menu choose **User-defined Fields**. You see the User-defined Fields dialog box.
3. In the text boxes available, type the titles of the special fields, for example 'For sale'. Ensure that the field number corresponds to the type of field you want the special category to be. For example, the 'For sale' field should be a check box.
4. Choose **OK**.



None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told StampCAT that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

In addition to StampCAT has four calculated fields: **Calculated price**, **Calculated value**, **Change in value** and **Change in value %**. **Calculated price** is computed by taking **Price** and multiply with **Quantity**. **Calculated value** is computed by taking **Value** and multiply with **Quantity**, then convert it into your own currency using the exchange rate from the lookup table **Catalog**. The other two fields indicate the difference between **Calculated value** and **Calculated price**.

You have now completed the cataloging of this stamp. StampCAT automatically saves the information the moment you leave the Active Record window to choose another command. You can also save the information by choosing **Save** from the **Record** menu.

You can now:

- add another record
- work with information about an existing record. You choose the record you want to work with in the Browse window. To activate this window, double-click the Browse icon or press **Ctrl+B**.

About lookup tables

StampCAT uses a relational database model. This means that you register most information only once. For example, a name of a country is included in the catalog the first time you add a stamp from this country. Later, you simply choose this name from a list. StampCAT stores the information in "lookup tables". The result is that you save time and avoid typing errors. The database occupies less space and it is easier to search for exactly the information you want.

StampCAT uses the following lookup tables: **Catalog, Category, Class, Color, Condition, Country, Group, Location, Perforation, Postmark city, Postmark type, Topic, Type** and the four user-defined fields that are linked to lookup tables (**User-defined 8, User-defined 9, User-defined 10** and **User-defined 11**).

In all lookup tables you may add comments to every item. You can print a report by choosing **Lookup** from the **Report** menu.

You select a value by choosing from a drop-down list. You can also enter the value directly, just like an ordinary text field. If this value is not already in the database, StampCAT adds it automatically. When the field list has the focus you can press **Ctrl+W** to add a new item, or click inside the field with the 'other' (in most cases the right) mouse button to activate a popup menu and choose **New** from this menu.

*The lookup table **Catalog** differs from the other tables. In addition to the name of the catalog (for example Scott or Stanley Gibbons), you also specify the currency for all prices in the catalog and the exchange rate. When you register a new stamp you enter the value directly from the catalog you are using (for example if you live in Canada and are using the Stanley Gibbons catalog, you enter the value in British pounds). StampCAT then uses the exchange rate for the currency used in the catalog and then compute **Calculated value** (in this example in Canadian dollars). When the exchange rate changes, you choose **Catalog** from the **Lookup** menu and edit the exchange rate for the relevant catalog(s). **Calculated value** is then updated for all affected records in the database. Always specify **Price** in your own currency.*

Transferring Lookup Tables

The items in the lookup tables in a database is only accessible from within this database. If you work with several databases, you may want to transfer one or more tables from another database. You do this by choosing **Transfer** from the **Lookup** menu. Specify the database to transfer from and select the tables that you want to transfer.

Editing a record

1. If you do not see the Browse window, open it by double-clicking the **Browse** icon at the bottom of the main window. You may also press **Ctrl+B**.
2. From the list of registered records, double-click the record you want to work with. You see the Active Record 1 window.
3. Change the information as necessary.
4. If necessary, double-click the **Active Record 2** icon (or press **Ctrl+J**) to edit the special information fields.

StampCAT automatically saves the information the moment you leave the Active Record window to choose another command. You can also save the information by choosing **Save** from the **Record** menu.

Deleting records and compressing your database

When you delete records as explained below, StampCAT will also compress your database to save hard disk space:

1. If you do not see the Browse window, open it by double-clicking the **Browse** icon at the bottom of the main window. You may also press **Ctrl+B**.
2. From the list of registered records, select the record you want to delete.
3. From the **Record** menu choose **Delete / Active record**. You see the word DELETED in the status bar. Repeat for the other records you want to delete (if any).



This only *marks* the record(s) for deletion. To actually remove the records from your hard disk, you must compress the database as explained in the next step.

4. From the **File** menu choose **Compress**. The system asks if you want to delete the record(s). Click **Yes**.

Cataloging pictures of your stamps

StampCAT lets you save and display bitmap pictures your stamps. Bitmap pictures occupy a lot of disk space, but you can have StampCAT compress the pictures by choosing **Preferences** from the **File** menu and checking **Misc. - Use compression / Save pictures**. When using compression, bitmaps may occupy as little as 1/8 of the original size.

To add a bitmap picture to StampCAT:

1. Scan the picture and save it as a .BMP file or place it on the clipboard.
2. In StampCAT, choose the record from the Browse window.
3. **To add a bitmap picture from a .BMP file:** From the **Edit** menu choose **Load Picture**. You see the dialog box Load Picture. Select the bitmap file and choose **OK**. StampCAT opens the Picture window and places the picture in the window.

To add a bitmap picture from the clipboard: Open the Picture window by double-clicking the icon at the bottom of the main window. You may also press **Ctrl+P**. Then choose **Paste** from the **Edit** menu. StampCAT places the bitmap picture in the window.

To display a picture:

1. Choose the record from the Browse window.
2. Open the Picture window by double-clicking the icon at the bottom of the main window. You may also press **Ctrl+P**. You see the bitmap picture in the window.



It may take some time to read the picture from the database. Therefore, if you want to browse the database quickly, always minimize the Picture window.

To remove a bitmap picture:

Open the Picture window and choose **Cut** from the **Edit** menu.

Marking records

StampCAT uses a system of marking records. Marking and unmarking records can be useful if you want to select different records based on some sort of criteria (for example, all stamps from the United States) for a pending action. You may view, edit, search among or even print only the records that are marked. You can either mark records manually or let StampCAT mark the records based on a search result.

All new records you add to your database are automatically marked. The button that looks like a "**V**" on the toolbar indicates whether the record is marked or not. You mark/unmark the active record simply by pressing this button. When the record is marked the button is "in" (pressed) and when the record is unmarked the button is "out" (released). You can also press **Ctrl+M** to mark/unmark.

The status bar always shows the number of records in the database, and how many of these that are marked. For example, if you have entered 340 records and 75 are marked, the status bar reads 75 / 340.

Viewing marked records only

By default StampCAT shows all records entered into your database. Use the menu choice **Subset** from the **View** menu to show only the records that are marked. This is very useful when you want to look at just some of the records you have entered (for example stamps issued between 1890 and 1900).

Changing the layout of the Browse window

You can decide which fields that should be displayed in the Browse window. By default **Country, Class, Catalog number, Price, Value, Quantity, Calculated price** and **Calculated value** are displayed.

You may define up to five browse layouts yourself. Choose **Browse Layout** from the **File** menu to define your own layout or activate a layout previously defined. You can also click inside the Browse window with the 'other' mouse button (usually the right) and choose **Layout** from the popup-menu.

See also: [Procedures - Change Browse Layout](#)



Each database uses separate browse layouts.

Changing the sort order

By default the records are sorted on **Country, Class** and **Catalog number**.

You may define up to five sort criteria yourself. To change the sort order, choose **Change Sort Order** from the **File** menu or click inside the Browse window with the 'other' mouse button (usually the right) and choose **Change Sort Order** from the popup-menu.

By default the sort order is *not* automatically updated when you add a new record. You must manually update the sort order by choosing **Update Sort Order** from the **File** menu or pressing **F11**. If you want StampCAT to automatically update the sort order each time you add a new record, choose **Preferences** from the **File** menu and check **Data entry - Sort automatically**.

See also: [Procedures - Change Sort Order](#)



Because it may take some time to update the sort order when you have added a lot of records, you may prefer not to automatically update the sort order. Just add all the new records, and *then* update the sort order by choosing **Update Sort Order** from the **File** menu.

Looking Up Information

StampCAT features very powerful search capabilities. You can search for all information you have entered into the database.

There are five different ways to search:

1. **Find.** This is the easiest way to search. Simply fill in the fields you want to search in, choose **OK**, and StampCAT handles the rest!
2. **Show Field Values.** Specify the field you want to search in with the drop-down list. All unique values are then shown in the list box. Select the value you want to search for and choose **OK**. The number of occurrences for each value is also shown. This might be very useful for statistic purposes.
3. **Simple Search.** Lets you define a search criterion based on one of the fields. You specify field, operator and the value you want to search for.
4. **Advanced Search.** Lets you define a search criterion based on up to 12 fields. You can group the fields in different ways using parenthesis and the logical operators AND/OR. The search criteria can be saved to a file for later use.
5. **Cross References.** The cross reference dialog box lets you cross reference up to 5 fields. This is an extremely flexible way to search and query data.

Before you continue, please note that you specify a search criterion this way:

<Field> <Operator> <Value>

<Field> is the field you want to search in and **<Value>** is the value you want to search for. **<Operator>** is used to compare the value of the field with the value you specified (for example **contains, less than** or **between**). StampCAT supports the use of wildcards (**?** and *****) in connection with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.



StampCAT does not distinguish between upper and lower case characters when searching.

It is up to you whether StampCAT should search all records, or only the records that are marked (that is, only search the subset). Use the check box **Search subset** to specify this.

Use the check box **Show all** to specify whether StampCAT should mark the records found during the search and show them (activates the **View Subset** command), or just show the first record found. If you choose the second alternative, choose **Show Next** from the **Search** menu to show the next record that was found. To show all records found during the last search, choose **Show Result** from the **Search** menu.

Find

This is the easiest way to search. StampCAT includes only the fields you have entered values for in the search. Please note that you need to enter two values for some of the fields. For example, if you want to search for stamps issued between 1890 and 1900, you enter . **.1890** and . **.1900** in the text boxes for issued.

See also: [Procedures - Find](#)

Show field values

When using this command, you specify the field you want to search in with the drop-down list. All unique values are shown in the list box. Select the value you want to search for and choose **OK**. The number of occurrences for each value is also shown. This might be very useful for statistical purposes.

Simple search

This command gives you more control. First specify the field you want to search in and the operator to use. Then enter the value you want to search for. You may want to choose **Field values** and select a field value from the list (this is the same list that is shown when you choose **Show Field Values** from the **Search** menu).

StampCAT supports use of wildcards (**?** and *****) in connection with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

See also: [Procedures - Simple search](#)

Advanced search

This search command lets you define a search criterion based on up to 12 fields. You can group the fields in different ways. The search criterion can be saved to a file for later use. You enter information about the sub-criteria you want to include in the query in the same way as you do when you use the simple search. For more information, see [Simple search](#).

As you add new fields to search, they are displayed in the list (each field on a single line). Add the logical operator **OR** by pressing the **OR** button. Two fields that are placed on two lines next to each other are grouped by the logical operator **AND**. You add parentheses by choosing either **(** or **)**.

StampCAT lets you save a search criterion, so that you can use it later. Use the **Save, Save as** and **Open** buttons to do this.

Cross references

The cross reference dialog box lets you cross reference up to five fields. This is an extremely flexible way to search and query data. The result is shown immediately on the screen. You may want to print a report or execute a search based on the cross references.

It is possible to create cross reference based on up to five fields. The dialog box has five list boxes that show the result of the cross references.

Placed right over every list are two drop-down lists. You select field from the left list and operator from the right list:

- = Is equal to**
- >= Is greater then or equal to**
- <= Is less than or equal to**

The operator is by default set to =, as this is the most likely choice.

Please note that in many cases if you want to execute a search based on the cross references, you may want to set the operator to >=. This is because StampCAT compares the field value with the operator when the search is executed. For example, if you create a cross reference between a country and all stamps issued by this country, and you want to search for all these stamps, you need to select the first stamp and then choose the operator >= before the search is executed. If you do not do this, StampCAT will think you want to search for *exactly* the stamp that is selected in the list (since the operator was set to =).

See also: [Procedures - Cross References 1 - Country -> Catalog number](#)
[Procedures - Cross References 2 - Color -> Design -> Catalog number](#)

Creating Reports

StampCAT has many different reports that you can customize to suit your needs. All reports can be easily viewed or printed.

You can customize most of the reports to a certain extent to suit your needs. All reports can be previewed, printed or sent to a file. We cannot guarantee that the print preview is 100% accurate. It works best with TrueType fonts.

If you want to make changes to the default printer, choose **Print Setup** from the **File** menu. You see the standard Windows printer setup dialog box where you can view or change your computer's current settings for printer, page orientation (landscape or portrait), or paper size. Please note that any changes made to Windows's default printer will affect *all* Windows-applications.

The page setup lets you specify margins and what fonts to use. You can use one font for the heading and one for the rest of the report. Default page setup is defined by choosing **Preferences** from the **File** menu, then **Report**. Settings you make here are used by default, but you may override this in the various reports by pressing the **Page Setup** button. In the page setup for each report, you may also specify page numbering and columns.

If you want a test print, that is just the first page (50 lines when printing to a file), check **Test print**. Please note that it is possible to cancel the printing by pressing **Ctrl+C**.

You can enter a heading that is printed in a different font at the beginning of the first page. In the heading you can use the code **<date>**, which causes StampCAT to insert the current date. This is very useful when a report layout is saved.

Use **Include** to specify which records that are printed:

- **All**
- **Subset** (that is, records that are marked)
- **Filter**

A filter specifies which records are included in the report. The filter is defined exactly the same way as a search criterion (simple or advanced search). Choose **Preferences** from the **File** menu, then select **Report, Filter** to specify if you want to create a simple or advanced filter. You may also click on the **Filter** button with the 'other' mouse button (usually the right) and choose this from the popup-menu.

See also: [Procedures - Full Report](#)
[Procedures - List Report](#)
[Procedures - Summary Report](#)



All reports can be canceled by pressing **Ctrl+C**.

Creating a Backup Copy of Your Database

Choose **Backup** from the **File** menu to create a backup copy of your database. This backup copy can be used if some unusual event occurs which causes your database to become corrupt and non-recoverable. (Normally, **FIX** will be able to restore your database if it becomes corrupt.) Please note that if a database is too large to fit onto one diskette, it is automatically split in two or more parts. The file on diskette no. 1 is named "**dbname**".**001**, the file on diskette no. 2 is named "**dbname**".**002** and so on.

You may restore a backup by choosing **Restore** from the **File** menu. Please note that you cannot simply copy the necessary file(s) from the diskette(s) to your hard disk. You must use StampCAT's internal routines to do this.

If you want StampCAT to compress the database when taking backup, choose **Preferences** from the **File** menu and check **Misc./Use compression - Backup**. If you use compression the database may occupy as little as $\frac{1}{4}$ of the original size!



To protect against hard disk failure, you should routinely backup your valuable data files. FNProgramvare has no responsibility for any loss of data.

Splitting and Merging Databases

StampCAT lets you work with an unlimited number of databases. It is possible to split a single database in two. The marked records will be transferred to the other database. These records will either be transferred to a new database or to an existing database. You split a database by choosing **Split** from the **File** menu.

It is also possible to merge two databases into one. All records from the database you merge are transferred. You merge two databases by choosing **Merge** from the **File** menu.

Other Products from FNProgramvare

[CATraxx](#)

[CATBooks](#)

[CATVids](#)

[StampCAT](#)

You can download these applications from our home page at
<http://www.prodat.no/fnp/eng/>.

CATraxx

CATraxx is a quick, efficient, easy-to-use program for organizing your music collection. CATraxx is developed *by* record collectors *for* record collectors to ensure that you get all the features you need.

With CATraxx you can register and look up information about such things as:

- artist, album title, format, release date,
- company, label, catalog number,
- condition, playing time, purchase price and current value,
- song titles, songwriters, producers,
- studios, musicians, instruments.

You can add personal comments for both albums and tracks. Twenty special fields enable you to customize your catalog. You can even store a bitmap picture of the album cover.

CATraxx uses a relational database model. This means that you register most information only once. For example, an artist's name is included in the catalog the first time you add an album by the artist. Later, you simply choose this name from a list. This type of information is stored in "lookup" tables which ultimately save time and valuable disk space on your computer.

CATraxx lets you work with an unlimited number of databases. This means that you can split your collection into different catalogs and organize it to meet your needs. You can also merge existing databases. CATraxx includes routines for taking and restoring backup of the databases you have created.

CATraxx has impressive and powerful search capabilities. You can search for any information you have entered in a catalog. CATraxx lets you cross reference up to five fields. This is an extremely flexible way to search and query data. CATraxx has templates for many types of reports which you can generate to examine on the screen or print out.

CATraxx lets you play CDs from your CD-ROM player.

CATraxx comes with a sample database to get you started and a comprehensive context-sensitive on-line help system.

CATBooks

CATBooks is a quick, efficient, easy-to-use program for organizing your book collection.

With CATBooks you can register and look up information about such things as:

- author, title, release year, publisher, country of origin
- condition, category, type, location,
- edition, printing, pages, ISBN,
- condition, purchase price and current value.

You can add personal comments for every item. Thirteen special fields enable you to customize your catalog. You can even store a bitmap picture of the book cover.

CATBooks uses a relational database model. This means that you register most information only once. For example, an authors name is included in the catalog the first time you add a book written by this person. Later, you simply choose this name from a list. This type of information is stored in "lookup" tables which ultimately save time and valuable disk space on your computer.

CATBooks lets you work with an unlimited number of databases. This means that you can split your collection into different catalogs and organize it to meet your needs. You can also merge existing databases. CATBooks includes routines for taking and restoring backup of the databases you have created.

CATBooks has impressive and powerful search capabilities. You can search for any information you have entered in a catalog. CATBooks lets you cross reference up to five fields. This is an extremely flexible way to search and query data. CATBooks has templates for many types of reports which you can generate to examine on the screen or print out.

CATBooks comes with a sample database to get you started and a comprehensive context-sensitive on-line help system.

CATVids

CATVids is a quick, efficient, easy-to-use program for organizing your video collection.

With CATVids you can register and look up information about such things as:

- title, format, type of content, category, length,
- production year, release year, studio, country of origin, distributor,
- writer, producer, director, actors,
- rating, tape counter, recording speed, laserdisc information, location,
- purchase date, price and current value.

You can add personal comments for every item. 18 special fields enable you to customize your catalog. You can even store a bitmap picture (for example of the cover).

CATVids uses a relational database model. This means that you register most information only once. For example, an actor's name is included in the catalog the first time you add a movie where this actor participates. Later, you simply choose this name from a list. This type of information is stored in "lookup" tables which ultimately save time and valuable disk space on your computer.

CATVids lets you work with an unlimited number of databases. This means that you can split your collection into different catalogs and organize it to meet your needs. You can also merge existing databases. CATVids includes routines for taking and restoring backup of the databases you have created.

CATVids has impressive and powerful search capabilities. You can search for any information you have entered in a catalog. CATVids lets you cross reference up to five fields. This is an extremely flexible way to search and query data. CATVids has templates for many types of reports which you can generate to examine on the screen or print out.

CATVids comes with a sample database to get you started and a comprehensive context-sensitive on-line help system.

StampCAT

StampCAT is a quick, efficient, easy-to-use program for organizing your stamp collection.

With StampCAT you can register and look up information about such things as:

- country, catalog no, face value, issue date, design, topic
- color, perforation, condition, watermark, date acquired
- postmark (type, city and date), stamp type
- location, quantity, price and market value.

You can add personal comments for every item. Thirteen special fields enable you to customize your catalog. You can even store a scanned picture of the stamp.

StampCAT uses a relational database model. This means that you register most information only once. For example, a name of a country is included in the catalog the first time you add a stamp from this country. Later, you simply choose this country from a list. This type of information is stored in "lookup" tables which ultimately save time and valuable disk space on your computer.

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