

Track It! Stamps for Windows

Track, Organize and Catalog
your
Stamp Collection

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General Information

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About Insight Software Solutions

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Program Support

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

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

Getting Started With Track It! Stamps

System Requirements

Track It! Stamps has been written to run under Windows version 3.1. A VGA monitor is required along with 4 megabytes of RAM. It requires close to a megabyte of initial hard disk space and slightly more during the installation process.

Installation

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

Running Track It! Stamps

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

Main Window

Fields

STAMP VIEWER: The stamp viewer lists the stamps that you have entered. It lists the elements of each stamp in a row. A horizontal scroll bar is present to allow you to move back and forth to view the stamp information. The viewer maintains a definable page size. The page size determines the maximum amount of stamps that appear in the viewer at one time. You may scroll through these using the vertical scroll bar. Simply press the PgUp or PgDn button to load in the previous or next page of stamps. For large databases of stamps, a smaller page size prevents extremely long waits that would occur in attempting to load the entire database. The stamp viewer is also the recipient of searches.

Buttons

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

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

COPY BUTTON: Selecting the Copy Button takes you to the Stamp Input Window. All fields will be set to the values entered previously for the particular stamp selected. Information can now be modified if desired. When the Update button is pressed, the information will be saved as a new stamp. The previous stamp that had been selected will remain intact. You will find the copy command very useful for stamps that are very similar.

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

SEARCH BUTTON: Selecting the Search Button activates the Search Window. You may enter a variety of search information to locate the desired stamps. All stamps which fit the search criteria will be moved into the stamp viewer. A message appears in the upper left corner of the stamp viewer which states "SEARCH ON" to indicate that the stamp viewer contains search information. In addition, the End Search button will activate which allows you to turn off the search. While a search is on, you may continue to work as normal--copy, edit, delete, etc. You may also use the export command which will limit the export to the search criteria only.

END SEARCH BUTTON: Pressing the End Search button will deactivate a search. The stamp viewer will reload using the entire database. The "SEARCH ON" message is removed to indicate that a search is not in progress.

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

VIEWER BUTTON: This invokes the Stamp Viewer Configuration Window allowing you to set your preferences for the Stamp Viewer.

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

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

Menu System

File Menu Command

Selecting File from the Menu brings up a submenu consisting of Add, Edit, Delete, Maintenance and Exit. Selecting Add from the Menu performs the same operation as the Add Button. Selecting Edit from the Menu performs the same operation as the Edit Button. Selecting Delete from the Menu performs the same operation as the Delete Button. Selecting Maintenance from the Menu brings up a submenu which contains four items. The first is for maintaining your list of Countries and Topics which calls the Maintenance List Window. The other three submenu items are all for maintaining the actual database and are mainly used for troubleshooting and resolving problems that may be present in the database. These three options are named Rebuild Index, Pack Database and Reset Key. They are described in more detail in the maintenance section.

Report Menu Command

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

Options Menu Command

Selecting Options from the Menu displays a submenu consisting of Colors, Viewer, Import and Export. Selecting Viewer invokes the Stamp Viewer Configuration Window. Selecting Import or Export invokes the Import and Export Windows. These are described in more detail in their sections in the manual. Selecting Colors allows you to configure the colors for many elements of the window. You may do this to all windows or to a particular set of windows. This option brings up a submenu consisting of the windows which can have their colors changed. Selecting one of these options takes you to the Color Selection Window. The submenu options are as follows: All Windows (sets the colors for all color configurable windows), Main Window (sets the color only for the opening main window), Edit Window (sets the color for the edit window), Search Window (sets the color for the search options window), Report Window (sets the color for the report windows), Maintenance Windows (sets the window for all the maintenance type windows including the Import Window, Export Window and the List Maintenance Window).

Help Menu Command

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

Stamp Input Window

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

Input Fields

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

FACE VALUE: This is the value of the stamp that is printed on the stamp.

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

COST: This is the price that you paid to obtain the stamp.

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

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

YEAR: This is the year that the stamp was issued.

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

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

DATE ACQUIRED: This is the date that you acquired the stamp.

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

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

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

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

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

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

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

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

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

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

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

Other: This allows you to classify your stamp in any other way you desire.

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

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

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

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

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

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

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

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

Full Booklet: This is a full book of stamps where the stamps have been designed and cut to fit inside the booklets. These booklets are commonly found in stamp vending machines.

Other: This allows you to classify any other type of stamp grouping you desire.

CONDITION: Stamps fall into several categories of conditions. The value of the stamp is effected by the rarity of the stamp and the condition of the stamp. Stamps in better condition will obviously be worth more than those that are not. Listed below are the common conditions used in rating stamps. In addition to the general ratings listed below, you can specify the specifics of the particular stamp you are cataloging. You may specify any number of predefined faults or enter your own description in for one. You can specify the color, gum status, hinge status and cancellation status.

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

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

on a mint stamp and used stamps should be lightly canceled.

F-VF: Many stamps do not quite fit in the category of very fine, yet they are much better than what is considered fine. The F-VF (Fine-Very Fine) category fills this niche. This is a stamp which falls between Fine and Very Fine.

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

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

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

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

Overprint: This is a stamp which has had some printing placed over the original stamp.

Overprints are commonly used at times when a change in government occurs or a country is taken over by another in a war.

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

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

First Day Cover: This is an envelope containing a stamp that has been canceled on the first day that the stamp was issued.

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

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

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

Other: This allows you to classify any other type of miscellaneous or special item about the stamp.

Buttons

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

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

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

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

ADD: Selecting the Add Button from the Stamp Input Window activates the Maintenance List Window. Here you may maintain a list of Countries and Topics for your stamps. The software comes with predefined countries and topics which are commonly used. You may however, at your discretion, add new countries and topics or remove them. If you are only collecting three

kinds (topics) of stamps, then you may wish to list just those topics as all others will have no meaning. Alternatively, if you are collecting stamps from only one country, you may wish to list just this country.

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

Report Window

The Report Window allows you to view or print a variety of reports. The report type is determined by selecting a Sort Order and a Report Style. User Definable reports are also available as an option under the report style.

Input Fields

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

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

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

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

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

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

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

STYLE: The style of the report determines the amount of information you want printed about each stamp. This consists of three different options.

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

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

Full Description: This will generate a report where all the information about a stamp is printed. This requires 7 lines of data for each item.

User Defined: This allows you to select a user defined report. The software comes with a couple user defined reports and allows you to create your own. With this option selected, the report description list box is activated as well as the Edit Button. The Edit button allows you to edit, delete and create your own reports.

Buttons

VIEW/PRINT: Selecting the View/Print button generates the desired report and sends it to the Report Viewing window where it can be viewed or printed.

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

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

VIEW/PRINT: Selecting the View/Print button generates the desired report and sends it to the Report Viewing window where it can be viewed or printed.

Report Viewing Window

This window is for viewing the reports prior to printing them. It consists of a large scrollable window that contains a page of the report. You may use the scroll bars to view the different parts of the current page. A menu bar exists at the top of this window to allow for several actions. They are as follows:

Print: This brings up a submenu with four options. One is for printing the current page you are viewing and one is for printing the entire document. The other two are for saving the current page or the entire document out to an ascii text file.

Next Page: This creates and displays the next page of the report. If you are on the last page, then nothing happens.

Previous Page: This creates and displays the previous page of the report. If you are on the first page, then nothing happens.

Exit: This exits the report viewing window and returns to the report options window.

Setup: This allows for selecting and setting up of your printer for the printed report.

Help: This simply invokes the help system.

User Definable Reports Window

This window allows you to create your own report layouts. The description of the report appears as an item in the user definable list box on the report window where it can be selected and used.

Input Fields

REPORT NAME: This is a descriptive name of the report and does not actually appear on the report. This name appears as one of the choices in the list box of user definable reports.

REPORT WIDTH: You may specify a report width of 90 characters which produces a larger, more legible report. Alternatively, you may specify a report width of 120 which will allow you to pack much more information on each page.

FONT: You may choose from any True Type font that has been loaded on your computer. This font will be used as the report font. You may optionally select to bold or italicize the font without having to go and rechoose the font.

CREATE/MODIFY REPORT CONTENT: Each stamp can occupy up to 12 lines of information. You enter the number of lines you wish each stamp to use. Each line has a button associated with it. Pressing one of the buttons takes you to the Edit Report Line Window where you can specify the layout of the particular line. Each line may have labels, blanks and database elements placed on them. As the line format is created, the basic format of the line is displayed below. Totals allows the total amount of all stamps, costs and/or values to be displayed in the report. Pressing the Mod Totals Line button takes you to the Edit Report Line Window where you can set up how the totals line is to look. **Please Note:** It is possible to create statistic/summary only reports by setting the number of lines to be used to zero and entering a definition for the Totals Line.

REPORT TITLES: You may specify up to three report headers which will appear on the top of each page of the report. Use these for your name, address, phone, import information about your collection or for anything appropriate.

MISCELLANEOUS: There are two items available under the miscellaneous section consisting of Column Headers and Page Numbers. Column Headers are only available for reports which use only one line for each stamp. Selecting this option will automatically place a column header at the top of each page and at the start of each new group for each of the stamp elements specified in the report. Selecting Page Numbers causes the report to show page numbers at the bottom of each page.

Buttons

UPDATE: This simply saves all the report layout information and makes it available as a report option.

DELETE: This removes the report layout from the computer. The delete button is only active if the report title has not been changed.

CANCEL: This allows you to abandon any changes that you have made.

HELP: This simply invokes the help system.

Edit Report Line Window

This window allows you to design an individual line that will appear in the user definable report. You may specify up to 20 items to appear on the line. These items can consist of database elements, blanks or labels.

Input Fields

LINE ITEM: This consists of a list box which allows you to choose the item to be presented on the line. It contains an option for a label (<LABEL>), an option for blanks (<FILLER>) and options consisting of the database elements. If the report line is for Totals, then the database elements will only contain those items which can have totals applied to them. Selecting an item will place it at the current location in the line. At the bottom of the screen, there will be an illustration of where the items will be in the line.

SIZE: This specifies the number of spaces to allocate to the item. If the item is too big to fit in the space allocated, it will be truncated. If you try to allocate more space than is currently available on the line, the amount of space will be truncated to the maximum available size.

LABEL: This is only available if the Line Item selected is a label (<LABEL>). This is the actual text that you want to appear on the report as the label.

Buttons

OK: This simply accepts the information and returns you to the previous window.

CANCEL: This allows you to abandon any changes that you have made.

NOTE: Labels are always right justified while database elements are always left justified. You may therefore wish to place blanks (fillers) between labels and database elements.

Search Window

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

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

Viewer Configuration Window

You may configure the Stamp Viewer to your liking by selecting the order of items and the width of each item. You may also select only those items you wish to see in the viewer.

Input Fields

STAMP ELEMENT: The Viewer Configuration Window displays a list of check boxes consisting of each of the stamp elements. Simply check the box of the element that you wish to appear in the viewer.

COLUMN ORDER: Following each check box is an edit box which specifies the order in which to display the stamp elements. Placing a '1' in the box will indicate that the element is to be displayed first. A '2' indicates that it will be second. When setting the order, you must start at "1" and use consecutive numbers. An error will be displayed if numbers are duplicated or used out of sequence.

COLUMN WIDTH: Following the Column Order is another edit box which specifies the width (in characters) to allow for the stamp element. For example, if you specify 20 characters for the stamp description, then those descriptions which are longer will be truncated and the truncated part will not show up in the viewer. Please note that proportional spaced fonts are used in the viewer. When specifying a width of 20, more or less than 20 characters may fit in the space allotted depending on the characters themselves.

PAGE SIZE: This allows you to specify the number of stamps to load into the Stamp Viewer at one time. The current range is from 10 to 1000. You may ask: What page size should I use and what impact does it have? The biggest concern here is a factor of time. Using large page sizes requires more time to load an entire page into the Stamp Viewer. However, once in the viewer, you can scroll through the stamps more quickly. The trade off is the ability to scroll through more stamps quickly versus waiting for the stamps to load into the viewer. Our recommendation is to keep the Page Size relatively small at around 50 or 100 stamps.

Buttons

OK: This is used to accept the selections which have been made. Once pressed, the Stamp Viewer will be updated and the Viewer Configuration Window will close. Your configuration choices will be saved.

CANCEL: This simply aborts the configuration process.

Import Window

You may import stamp information from an Ascii Delimited File. The Ascii Delimited File format is supported by most other programs with export capabilities. This format creates an ascii file with each element of the database surrounded in double quotes and separated by commas. Much flexibility is given with the import feature--you may specify which items to import and the order in which to import them.

Input Fields

SELECT ITEMS: The Import Window displays a list of check boxes consisting of each of the stamp elements. Simply check the box and that element will be imported.

SELECT ORDER: Following each check box is an edit box which specifies the order in which to import. For example, if the first item of each record to be imported is the "Comment" field, then enter a "1" in the edit box following the "Comment" checkbox. Before any importing takes place, a check is made to verify that the order is okay.

Buttons

IMPORT: This is used to activate the import once all the import criteria has been selected. Once pressed, you will be prompted for a file name to import from. After importing is complete, the options you selected for import will be saved so that they will appear the next time the import feature is used.

CANCEL: This simply aborts the import process.

NOTE: Please be aware that the date format for both importing and exporting takes the following form: dd Mmm yyyy (12 Jun 1995)

CAUTION: You must make sure that order and number of fields selected matches that of the file you are importing from. Undesirable results may occur if they do not. When in doubt, test the import with one item first to make sure it will import in the way desired.

Export Window

You may export stamp information to an Ascii Delimited File. The Ascii Delimited File format is supported by most other programs with import capabilities. This format creates an ascii file with each element of the database surrounded in double quotes and separated by commas. Great flexibility is given with the export feature--you may specify which items to export and the order in which to export them. You can also limit the number of stamps to export by using the Search mode.

Selecting Stamps

You may export the entire database of stamps or you may limit the number of stamps to export. Limiting the stamps is done through use of the search facility. If a search is currently in progress when the export facility is invoked, then only those stamps which were found in the search will be exported. A database status box appears in the lower left corner of the export window indicating whether the entire database will be exported or if only the search criteria will be exported.

Input Fields

SELECT ITEMS: The Export Window displays a list of check boxes consisting of each of the stamp elements. Simply check the box and that element will be exported.

SELECT ORDER: Following each check box is an edit box which specifies the order in which to export. For example, if you want the first item of each record to be the "Comment" field, then enter a "1" in the edit box following the "Comment" checkbox. Before any exporting takes place, a check is made to verify that the order is okay.

Buttons

EXPORT: This is used to activate the export once all the export criteria has been selected. Once pressed, you will be prompted for a file name to export to. After exporting is complete, the options you selected for export will be saved so that they will appear the next time the export feature is used.

CANCEL: This simply aborts the export process.

NOTE: Please be aware that the date format for both importing and exporting takes the following form: dd Mmm yyyy (12 Jun 1995)

Color Selection Window

The Color Selection Window allows you to setup the colors you wish to appear on the selected window. The selected Window is selected when using the color menu option. As color options are made, the selections appear on the window. This way you can visualize the impact. You may cancel the color selection process simply by pressing the Cancel button. To use the colors you have selected, press the OK button.

Color Options

BACKGROUND: This is the color that will fill the background of the window.

MAJOR TITLES: Many windows have large lettered titles on them. This sets the color for them.

MINOR TITLES: Many windows have average sized titles on them. This sets the color for them.

EDIT BACKGROUND: This is the color that will fill the background of any edit boxes that may be on the window.

EDIT TEXT: This is the color of the text that will be inside the edit boxes.

RADIO AND CHECK BOXES: This is the color that any radio or check boxes will appear in.

3D COLORS: Many windows contain 3D looking boxes surrounding different items on the screen. This option lets you choose one of two color schemes to give the 3D affect.

PREDEFINED COLOR SETS: Several predefined color sets are included with the software. You may simply choose one of these if you find them to your liking. Or you may choose one and then modify one or two items to better suite your tastes.

Maintenance Menu

Maintenance List Window

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

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

Pack Database

This program uses DBase compatible files. When a deletion of a stamp occurs, it is only marked as deleted. To physically remove the deleted stamps from the database, a process called "packing" must occur. Selecting this option will "pack" the database and thus free up space. It is recommended that you pack your database every once in a while.

Rebuild Index (Troubleshooting)

It is possible for your index files to become corrupted. This may happen by not exiting the program properly (shutting the computer off while the program is running) or by other means. As a result, some stamps may not show up in the viewer or in reports because they cannot be found in the appropriate index. Selecting this option will rebuild your index files correctly so that the problem will go away.

Reset Key (Troubleshooting)

The program maintains a counter to use as a unique KEY in the database for each new stamp. If this counter gets out of sequence with the number of stamps, an error message claiming a "Unique Key" must be used will occur when a new stamp is added. Selecting this option will