

# SmartTracker Stamps Index

SmartTracker Stamps is designed to let you catalog, organize and track your stamp collection.

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You may clear out your entire database by selecting this option. There are perhaps several reasons why you may wish to do this. One is to perform an import of your entire database that you have previously exported. **Please note:** You will be prompted twice to ensure that you really want to delete the database.

This indicates what stamps are to be passed onto the report. It can be either the entire database or limited to those items found in a search.

By placing a checkmark by "Factor Quantity in Totals", the totals on reports will calculate by factoring the "quantity" of each stamp. For example, if you list the cost as \$2.00 and have a quantity of 10, then the total cost is \$20.00 if you are "Factoring Quantity in Totals". However, if you really mean that the cost was \$2.00 for all ten stamps, then you should not select "Factor Quantity in Totals".

The modify button takes you to the User Definable Report Window. The report that is highlighted in the list box under Styles, will be copied into the User Definable Report Window and can be edited for change or can be given a new name to create a new similar report. If "<NEW REPORT>" is the highlighted report, then creation of a new report takes place from scratch.

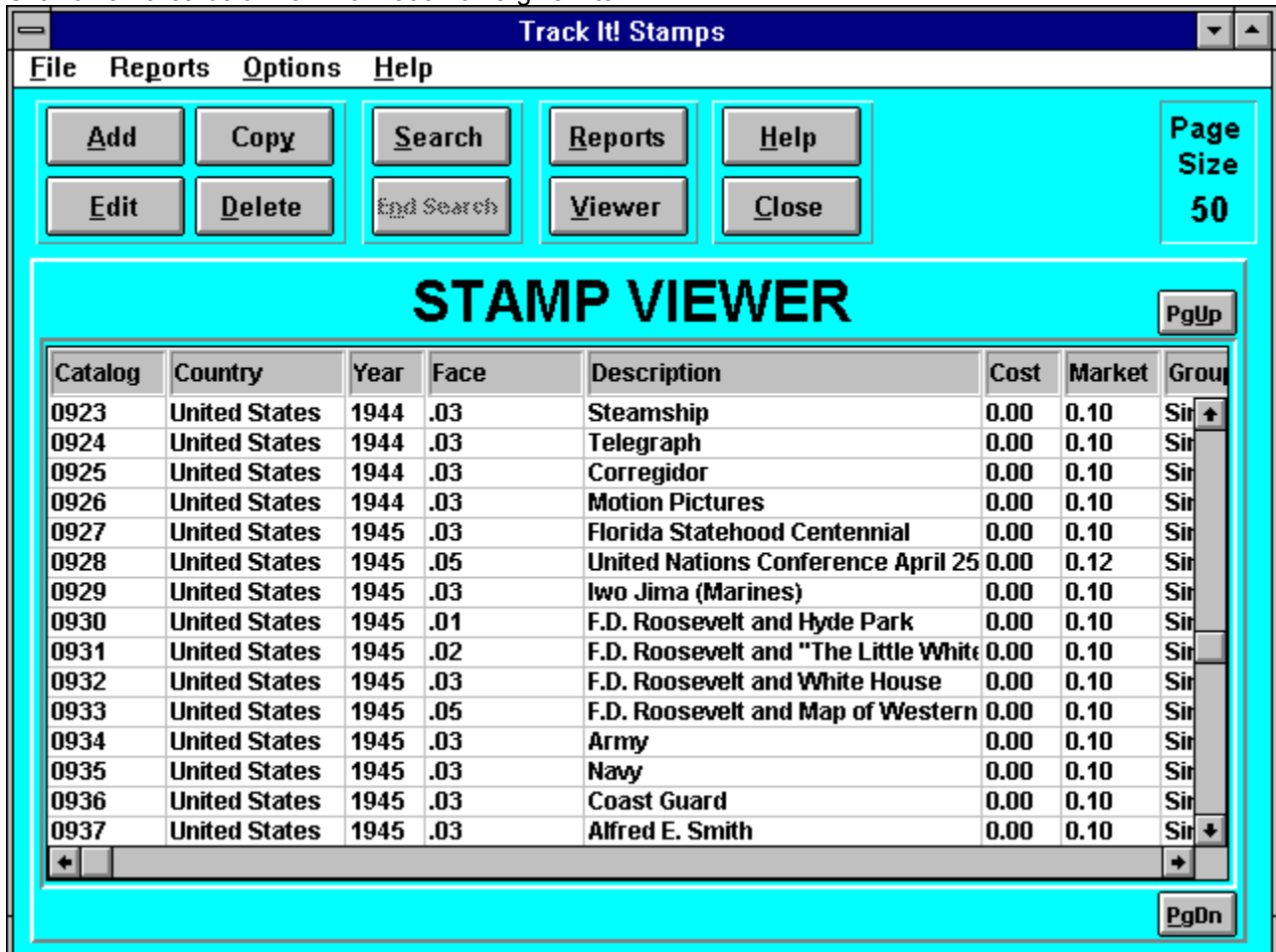
**INI File**

A file named TKSTAMP.INI is created in the default directory. This file contains all the initialization information for the program such as colors, fonts, etc. It is in ASCII format and may be edited directly if so desired. Removal of this file will reset all values back to the program defaults the next time the program is run and the file will be recreated.

## Main Window

The Main Window is what appears when the program is first run.

Click on an area below for information on a given item.



The screenshot shows the 'Track It! Stamps' application window. The title bar reads 'Track It! Stamps'. The menu bar includes 'File', 'Reports', 'Options', and 'Help'. Below the menu bar is a toolbar with buttons for 'Add', 'Copy', 'Search', 'Reports', 'Help', 'Edit', 'Delete', 'Find Search', 'Viewer', and 'Close'. On the right side, there is a 'Page Size' indicator set to '50'. The main area is titled 'STAMP VIEWER' and contains a table of stamp data. The table has columns for Catalog, Country, Year, Face, Description, Cost, Market, and Group. The data rows list stamps from 1944 to 1945, primarily from the United States, with descriptions such as 'Steamship', 'Telegraph', 'Corregidor', 'Motion Pictures', 'Florida Statehood Centennial', 'United Nations Conference April 25', 'Iwo Jima (Marines)', 'F.D. Roosevelt and Hyde Park', 'F.D. Roosevelt and "The Little White"', 'F.D. Roosevelt and White House', 'F.D. Roosevelt and Map of Western', 'Army', 'Navy', 'Coast Guard', and 'Alfred E. Smith'. The 'Group' column contains the text 'Sir' followed by a small arrow icon. Navigation buttons 'PgUp' and 'PgDn' are located at the top right and bottom right of the table area, respectively.

Catalog	Country	Year	Face	Description	Cost	Market	Group
0923	United States	1944	.03	Steamship	0.00	0.10	Sir ↑
0924	United States	1944	.03	Telegraph	0.00	0.10	Sir
0925	United States	1944	.03	Corregidor	0.00	0.10	Sir
0926	United States	1944	.03	Motion Pictures	0.00	0.10	Sir
0927	United States	1945	.03	Florida Statehood Centennial	0.00	0.10	Sir
0928	United States	1945	.05	United Nations Conference April 25	0.00	0.12	Sir
0929	United States	1945	.03	Iwo Jima (Marines)	0.00	0.10	Sir
0930	United States	1945	.01	F.D. Roosevelt and Hyde Park	0.00	0.10	Sir
0931	United States	1945	.02	F.D. Roosevelt and "The Little White"	0.00	0.10	Sir
0932	United States	1945	.03	F.D. Roosevelt and White House	0.00	0.10	Sir
0933	United States	1945	.05	F.D. Roosevelt and Map of Western	0.00	0.10	Sir
0934	United States	1945	.03	Army	0.00	0.10	Sir
0935	United States	1945	.03	Navy	0.00	0.10	Sir
0936	United States	1945	.03	Coast Guard	0.00	0.10	Sir
0937	United States	1945	.03	Alfred E. Smith	0.00	0.10	Sir ↓

## 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 configurable page size which is set to 50 as a default. This means that there is a maximum of only 50 stamps at one time in the viewer. 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, the page size of 50 prevents extremely long waits that would occur in attempting to load the entire database. The stamp viewer is also the recipient of searches.



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.

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. When the Update button is pressed, the information will be saved overtop the stamp that had been selected.

# 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**, **Group**, **Condition**, **Cost** 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.

Click on an area below for information on a given item.

The screenshot shows a software window titled "Stamp Input" with a dark blue header. The window is divided into several sections for data entry:

- Country:** A dropdown menu shows "United States" with "Add" and "Find" buttons.
- Face Value:** Text input field containing "29 cents".
- Market Value:** Text input field containing "0.29".
- Description:** Text input field containing "United States Flag".
- Catalog:** Text input field.
- Year:** Text input field containing "1993".
- Quantity:** Text input field containing "1".
- Comments:** Text input field.
- Condition:** A section with radio buttons for "Superb", "Very Fine" (selected), "F-VF", "Fine", "Good", "Poor", and "Gum". It also includes a "Faults" section with checkboxes for "Thin Paper", "Bad Perfs", "Creases", "Tears", "Stains", "Ink Marks", "Holes", and "Other".
- Date Acquired:** Fields for "Day" (03), "Month" (Jan), and "Year" (1993).
- Cost:** Text input field containing "4.00".
- Group:** Radio buttons for "Single" (selected), "Se-tenant", "Block", "Booklet Pane", "Pane", "Sheet", "Envelope", "Numbered Plate Block", "Full Booklet", and "Other".
- Topic:** Dropdown menu showing "Book1".
- Miscellaneous:** Checkboxes for "Overprint", "Precancel", "Surcharge", "First Day Cover", "Souvenir Card", "Postal Card", "Pen Cancellation", and "Other".
- Cancellation:** Radio buttons for "Mint" (selected), "Unused", "Used - Light", "Used - Normal", and "Used - Heavy".
- Color:** Text input field.
- Buttons:** "Update", "Cancel", "Clear", and "Help" buttons at the bottom.

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.

Selecting the Close Button terminates the program.

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.

## **Help**

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

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



## 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**, **Faults**, **Color**, **Hinged**, **Gum**, **Condition**, **Cancellation** and/or **Miscellaneous**. You may select to search on one item or multiple items. For example, if you want to search for all 1990 stamps, then enter 1990 in the Year field. If you wanted to search for all 1990 stamps from Bulgaria, then enter 1990 in the Year field and select Bulgaria in the Country field. Where text is entered, you need only enter that portion of the text that you want a search to take place on. For example, under description, you could enter "flower" to find all stamps that had the word "flower" in the description. This would find all descriptions with "flower" and "flowers". If you just wanted to find "flowers", then you would enter "flowers".

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

## Report 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**. All reports are **User Definable** and can be configured by selecting the **Modify** button.

Click on an area below for information on a given item.

The screenshot shows a window titled "Reports" with a blue header bar. The window is divided into three main sections:

- Sort By:** A list of radio buttons for selecting the sort order. The options are: Country, Topic, Stamp Type, Group, Condition, and Catalog Num (which is selected).
- Style:** A list of report styles. The options are: <NEW REPORT>, 120 Column 1 Line Report, 120 Column 2 Line Report (highlighted in green), Full Report, Statistic/Summary Report, 90 Column 1 Line Report, and 120 Column 5 Line Report. A "Modify" button is located to the right of this list.
- Stamps To Print:** A section with a "Modify" button and a list of options: Entire Database, View/Print, Help, and Exit.

# Upgrade Policy and Getting Support

## Upgrade Policy

The code (.EXE file) for the registered and unregistered versions of the program are identical, and it is the presence of a file STAMPS2X.DLL that is supplied with the registered version that causes the program to behave in a registered fashion. The presence of the DLL will also cause any further versions of the SmartTracker Stamps that still bear the 2.x release number to behave as registered versions, wherever you obtain them from. Versions that bear the 2.x release number will generally be for minor enhancements and bug-fixes. Any release containing major new functionality will bear the release number 3.x, and an upgrade fee will likely be chargeable.

**NOTE: You may not distribute copies of the licensed version of this product. You may not distribute the STAMPS2X.DLL file in any form.**

We will make new versions of SmartTracker Stamps available via the usual sources such as on-line services like CompuServe, AOL, the Internet and other BBSs and via disk vendors, shareware CD-Roms, etc.

The prime locations for new releases are as follows:

**CompuServe:** Library 4 of the UKSHARE forum

**Internet:** World Wide Web: <http://www.smartcode.com/iss>

FTP Site: <ftp://ftp.smartcode.com>

**BBS:** Rocky Mountain Software (801) 963-8721 Library 5 (F 5).

If you do acquire a newer version of SmartTracker Stamps simply ensure that the STAMPS2X.DLL file you received when you registered is either in the directory that SmartTracker Stamps program is in or is in your WINDOWS directory.

## Getting Support

**Before you reach for the phone**, please make sure you have looked through this Help File first. If you have a question that this Help File doesn't answer, or are reporting what appears to be a bug then we will be pleased to hear from you. But if it is a question that is answered in this Help file then all we will do is point you to the relevant section, and you will just get an answer a little bit slower. This is not meant to be awkward, but we try to keep our costs down to allow us to produce this high quality software at value-for-money prices, and answering support calls is an expensive undertaking. After all, some of the major software companies either charge for support or provide it on premium-price phone numbers. We don't want to have to do that.

### **USA**

Insight Software Solutions

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Internet: 74774.1347@compuserve.com

**Other**

Please direct all correspondence directly to Insight Software Solutions in the USA.

**This program is authored by: Insight Software Solutions**

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**.

# Insight Software Solutions Order Form



To print out the order form, select FILE | PRINT TOPIC from the menu.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Payment Method:  Check  Money Order  Visa  MasterCard  Amex  Discover

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_

Signature: \_\_\_\_\_

Diskette Size: 5.25" 3.5" (Circle One)

Product Name	Quantity	US Dollars	Total
<b>FINANCIAL SERIES</b>			
The Mortgage Analyzer (DOS)	_____	\$30.00	_____
The Mortgage Analyzer PRO (DOS)	_____	\$50.00	_____
The Debt Analyzer (Windows)	_____	\$25.00	_____
Annuity Ace Professional (DOS)	_____	\$25.00	_____
Loan Chief Professional (DOS)	_____	\$25.00	_____
SmartSum (Windows)	_____	\$29.00	_____
<b>HOME/OFFICE/UTILITY SERIES</b>			
Smart Address (Windows)	_____	\$39.00	_____
Smart 'n Sticky (Windows)	_____	\$34.00	_____
SmartDoc (Windows)	_____	\$24.00	_____
SmartTracker Inventory (Windows)	_____	\$25.00	_____
SmartTracker Books (Windows)	_____	\$25.00	_____
<b>HOBBY SERIES</b>			
SmartTracker Videos (Windows)	_____	\$25.00	_____

SmartTracker Stamps (Windows)	_____	\$25.00	_____
SmartTracker Coins (Windows)	_____	\$25.00	_____

**ENTERTAINMENT SERIES**

Word Search Rampage (Windows)	_____	\$15.00	_____
Crossword Construction Kit (Windows)	_____	\$15.00	_____
Word Search Constr. Kit (Windows)	_____	\$15.00	_____

Subtotal \_\_\_\_\_

(Utah Residents Only [6.125%]) Sales Tax \_\_\_\_\_

Shipping & Handling \_\_\_\_\_

U.S. First Class Mail (Air Mail to Canada) \$3.00

U.S. Priority Mail \$5.00

INTERNATIONAL (U.S. Air Mail) \$5.00

**Total Amount Enclosed** \_\_\_\_\_

Please send check, money order, Visa, MasterCard, American Express or Discover order to:

**(NOTE: We can only accept checks payable in U.S. Dollars drawn on a U.S. Bank)**

INSIGHT SOFTWARE SOLUTIONS

P.O. Box 354

Bountiful, Utah 84011-0354

OR Phone or Fax your Visa, MasterCard, American Express or Discover order to:

Tel: 801 295-1890 Fax: 801 299-1781

COMMENTS:



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

**Edit Lists**

**Rebuild Index**

**Pack Database**

**Reset Key**

**Delete Database**

Selecting Exit from the Menu terminates the program.

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

**File**  
**Reports**  
**Options**  
**Help**

**Add**  
**Edit**  
**Copy**  
**Delete**  
**Maintenance**  
**Exit.**

**Contents**  
**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.

## 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.

## Finding Countries

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

### A

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

### B

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

BOGACHES

Yemen

BOLIVAR

Columbia

BOYACA

Columbia

BRASIL

Brazil

BUENOS AIRES

Argentina

BULGARIE

Bulgaria

BUNDESPOST

German Federal Republic

BUNDI

India

BUSSAIR

India

**C**

CAHATOPyMb

Bulgaria

CAMBODGE

Cambodia

CAMBODIA

French Indo-China

CAMPECHE

Mexico

CAUCA

Columbia

CCCP

Russia

CENTIMOS

Spain

CESKOSLOVENSKO

Czechoslovakia

CHALA

Peru

CHAMBA STATE

India

CHAKHARI

India

COCHIN

India

COLIS POSTAL

Belgium

COMUNICACIONES

Spain

COMORES

Comoro Islands

CONGO BELGE

Belgian Congo

CORDOBA

Argentina

COREA

Korea

CORREO CHANADINA

Columbia  
CORRIENTES  
Argentina  
COSTA ATLANTICA  
Nicaragua  
COTE D'IVOIRE  
Ivory Coast  
CPbNJA  
Serbia  
CPNCKA  
Serbia  
CTOTNHKN  
Bulgaria  
CUERNAVACA  
Mexico  
CUNDINAMARCA  
Columbia  
CUZCO  
Peru  
C.X.C.  
Jugoslavia

## **D**

DANMARK  
Denmark  
DEUTSCHE FELDPPOST  
Germany  
DEUTSCHE REICHG  
Germany  
DEUTSCHOSTERREICH  
Austria  
D'HAITI  
Haiti  
DHAR  
India  
DISTRITO 18  
Peru  
DOPLATNE  
Czechoslovakia  
DRZAVA  
Jugoslavia  
DRZAVNA  
Jugoslavia  
DUTTIA  
India

## **E**

EESTE  
Estonia  
EESTI  
Estonia  
EE. UU. DE C.  
Columbia  
EGYPTE  
Egypt  
EGYPTIENNES  
Egypt

EINZUZIEHEN

Danzig

EIRE

Ireland

ENAPIOMON

Greece

EONIKH

Greece

EPMAKb

South Russia

ESCUELAS

Venezuela

ESPANA

Spain

ESPANOL

Spain

ESTADO DA INDIA

Portuguese India

ETAT FRANCAIS

France

ETHIOPIE

Ethiopia

ETHIIOPIENNES

Ethiopia

## F

FARIDKOT

India

FEZZAN

Libya

FILIPINAS

Phillipines

## G

GENEVE

Switzerland

GEORGIE

Georgia

GEORGIENNE

Georgia

GRAND LIBAN

Lebanon

GRONLAND

Greenland

GUADALAJARA

Mexico

GUANACASTE

Costa Rica

GUINE

Guinea

GWALIOR

India

## H

HAUTE VOLTA

Upper Volta

HELVATIA

Switzerland

HIRLAPJEGY

Hungary

HnEIPOE

Epirus

HOBy

Montenegro

HOLKAR

India

HRVATSKA

Croatia or Jugoslavia

HYDERABAD

India

I

IDAR

India

IIAPA

Serbia or Montenegro

IIAPE

Serbia or Montenegro

IJETb

Bulgaria

IIOPTO MAPKA

Serbia

IIWTA IIAPA

Serbia

IIOYIIIA

Russia

IIOYTA

Russia

INDE

French India

INDOCHINE

Indo-China

INDORE

India

INSTRUCCION

Venezuela

IRANIENNES

Iran

ISLAND

Iceland

ISTRIA

Jugoslavia

ITALIA

Italy

ITALIANE

Italy

J

JAIPUR

India

JAVA

Dutch Indies

JEEND STATE

India

JHALAWAR

India  
JHIND

India

## K

KAMERUN  
Cameroons

KARJALA  
Karelia

KASHMIR  
India

KATHIRI  
Aden

KGL. POST FRM  
Denmark

KISHANGARH  
India

KLAIPEDA  
Memel

KORCA  
Albania

KORCE  
Albania

KPHTH  
Crete

KROON  
Estonia

K.U.K. FELDPOST  
Austria

KUWAIT  
Kuwait

## L

LAIBACH  
Jugoslavia

LAS BELA  
India

LATVIJ'A  
Latvia

LATWIJA  
Latvia

LIBAN  
Lebanon

LIBANAISE  
Lebanon

L'OCEANIA  
French Oceania

LUXEMBOURG  
Luxemburg

## M

MACAU  
Macao

MACAV  
Macao

MAGDLENA  
Columbia

MAGYAR



Hungary  
MAGYARORSZAG  
Hungary  
MARIANEN  
Marianna Islands  
MARRUECOS  
Spannish Morocco  
MAURITANIE  
Mauritania  
MEJICO  
Mexico  
MENGE  
Outer Mongolia  
MN  
Korea  
MOCAMBIQUE  
Mozambique  
MORA  
Ukraine  
MORVI  
India  
**N**  
NABHA  
India  
NACIONES UNIDAS  
United Nations  
NANDGAM  
India  
NED. ANTILLEN  
Netherlands Antilles  
NEDERLAND  
Netherlands  
NED. INDIE  
Dutch Indies  
NEZAVISNA  
Croatia  
NEEUW GUINEA  
Dutch New Guinea  
NOPTO PORTO  
Serbia  
NORGE  
Norway  
NOUVELLE CALEDONIE  
New Caledonia  
NOUVELLE HEBRIDES  
New Hebrides  
NOWANUGGUR  
India  
NOYT MAPKA  
Azerbaijan  
NOYTA  
Russia  
**O**  
OAHAMAPKA  
Finland

OAXACA

Mexico

OCEANIE

French Oceania

OESTERREICH

Austria

OFTERREICH

Austria

OSTERREICH

Austria

OFFENTLIG SAK

Norway

OIL RIVERS

Niger Coast

OKCA

Russia

ORCHA

India

OTTOMANES

Turkey

## P

PATIALA

India

P.C.C.P.

Russia

PERSANE

Persia

PERUANA

Peru

PILIPINAS

Phillipines

PINGIN

Ireland

POCCIR

Russia

POLSKA

Poland

PREUSSEN

Prussia

PUTTIALA

India

## Q

QARKU

Albania

QINDAR

Albania

QINTAR

Albania

QU'AITI

Aden

## R

RAROTONGA

Cook Islands

REICHSPOST

Germany

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

**S**

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

Mexico  
SORUTH  
India  
SOUDAN FRANCAIS  
French Sudan  
SOURASHTRA  
India  
STOTHHKH  
Bulgaria  
SUIDAFRIKA  
South Africa  
SUIDWES AFRIKA  
South West Africa  
SUOMI  
Finland  
SVERIGE  
Sweden  
SWAZIELAND  
Swaziland  
SYRIE  
Syria  
SYRIENNE  
Syria

**T**

TCHAD  
Chad  
TELEGRAFOS  
Philippine Islands  
TOGA  
Tonga  
TO PAY  
Great Britain  
TOSCANO  
Tuscany  
TRAVANCORE  
India  
TUNIS  
Tunisia  
TUNISIE  
Tunisia  
TURK  
Turkey  
TURKIYE  
Turkey

**U**

UAPCTBO  
Bulgaria

**V**

VALLEES D'ANDORRE  
Andorra  
VATICANE  
Vatican City  
VENEZ  
Venezuela  
VENEZOLANO

Venezuela  
VETEKEVERRIA  
Albania

**W**

WADHWHAN  
India

WENDEN  
Russia

WN  
Korea

WON  
Korea

WUN  
Korea

**X**

XEJEP  
Montenegro

**Y**

YCTAB  
Montenegro

YEN  
Japan

YN  
Japan

YKPAHCbKA  
Ukraine

**Z**

ZELAYA  
Nicaragua

ZUIDWEST AFRIKA  
South West Africa

## **Adding Countries**

Selecting the Add Button from the Stamp Input 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.

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.

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



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

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.

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.

**Important:**

Please note that both characters and numbers can be entered in as a catalog number. As such, sorting of the catalog number is character based on not numeric based. What does this mean? Because of the nature of character based sorting, the following condition will occur:

123  
14  
210  
28

when in reality, what is most likely desired is 14, 28, 123 and 210. To properly make these sort, you will need to add leading zeros to the numbers. This produces the following:

0014  
0028  
0123  
0210

This is the year that the stamp was issued.

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.

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

This is the date that you acquired the stamp.

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**.



## Stamp Type

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

### Regular

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

### Commemorative

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

### Coil

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

### Air Mail

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

### Special Delivery

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

### Postage Due

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

### Revenue Stamp

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

### Official Stamp

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

### 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.

## Stamp Grouping

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

### Single

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

### Se-tenant

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

### Block

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

### Booklet Pane

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

### Pane

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

### Sheet

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

### Envelope

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

### 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.

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

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

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

You may have your reports sorted in one of six ways--by Country, Topic, Stamp Type, Group, Condition or Catalog Number. Where sorting creates a group (Country, Topic, etc), a subheading consisting of the group name will appear above each group. If you desire to limit your report to say one country or one topic, then you can do so by first searching for the particular country or topic and then proceeding to the report section.



## Style

The style of the report determines the amount of information you want printed about each stamp. These consists of a list of report names. The software comes with several reports already predesigned for you. However, these reports are completely user definable and they can be changed or copied and new reports created using the Modify button.

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

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

## Exporting

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.

### 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.

### Select 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.

### Button Action

The "Export" button 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. The "Cancel" button 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)

## Importing

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.

### 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.

### Button Action

The "Import" button 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. The "Cancel" button 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.

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.

Selecting Copy from the Menu performs the same operation as the **Copy 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.



**Colors**  
**Viewer**  
**Import**  
**Export**  
**Reports**

## 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. The following color options are available:

### **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.

## Colors (Menu)

This 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

This will set the colors for all color configurable windows.

### Main Window

This sets the color only for the opening main window which contains the viewer.

### Edit Window

This sets the color for the edit window. The edit window is where you enter information in about a particular stamp.

### Search Window

This sets the color for the search options window.

### Report Window

This sets the color for the report options window.

### Maintenance Windows

This sets the window for all the maintenance type windows. This includes the Import Window, Export Window and the List Maintenance Window.

## 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.

## **Rebuild Index**

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.

## **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.

## **Reset Key**

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 automatically reset this counter to the correct value thus resolving the problem.

## Troubleshooting

Help!!! Things just don't seem to be working right! I'm getting strange error messages! What can I do???

This section covers a couple of the most common errors that you might run into while using this (or any other Database type) program. Two options are built right into the program which can take corrective action for their respective problems. These two options are **Rebuild Index** and **Reset Key**. These are accessed via the menu system by first selecting File and then Maintenance.



## Viewer Configuration

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.

### 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.

### Sort Order

You may select one of several ways to have the viewer sort stamps.

### Font

The viewer can be configured with any True Type font that is present on your system. Simply press the "New" button to select a new font.

### Buttons

Several buttons are present. The **Ok** button 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. The **Cancel** button simply aborts the configuration process. The **Re-order** button will resequence the order of the Stamp Items automatically for you. The **New** button allows you to select a new font. The **Help** button opens the help file.

# User Defined Reports

This window allows you to create your own report layouts. The description of the report appears as an item in the "Style" list box on the Report Window where it can be selected and used. The following items can be configured for a report: Report Name, Report Width, Font, Report Content, Report Titles, and Miscellaneous. In addition, the following actions can be taken upon the report: Update, Delete and Cancel.

Click on an area below for information on a given item.

**User Defined Reports**

<p><b>Report Name</b></p> <input style="width: 90%;" type="text" value="120 Column 2 Line Report"/>	<p><b>Create/Modify Report Content</b></p> <p style="text-align: center;">Number of Lines <input style="width: 40px;" type="text" value="2"/></p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%; text-align: center;">Modify Line 1</div> <div style="width: 50%; text-align: center;">Modify Line 2</div> <div style="width: 50%; text-align: center;">Modify Line 3</div> <div style="width: 50%; text-align: center;">Modify Line 4</div> <div style="width: 50%; text-align: center;">Modify Line 5</div> <div style="width: 50%; text-align: center;">Modify Line 6</div> <div style="width: 50%; text-align: center;">Modify Line 7</div> <div style="width: 50%; text-align: center;">Modify Line 8</div> <div style="width: 50%; text-align: center;">Modify Line 9</div> <div style="width: 50%; text-align: center;">Modify Line 10</div> <div style="width: 50%; text-align: center;">Modify Line 11</div> <div style="width: 50%; text-align: center;">Modify Line 12</div> <div style="width: 50%; text-align: center;"><input checked="" type="checkbox"/> Totals</div> <div style="width: 50%; text-align: center;">Mod Totals Line</div> </div>	<p><b>Report Titles</b></p> <div style="border: 1px solid gray; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; height: 30px;"></div>
<p><b>Report Width</b></p> <p><input type="radio"/> 90 characters per line</p> <p><input checked="" type="radio"/> 120 characters per line</p>		
<p><b>Report Font</b></p> <input style="width: 90%;" type="text" value="Courier New"/> <p><input checked="" type="checkbox"/> Bold   <input type="checkbox"/> Italic   <input type="button" value="Select"/></p>		
<p><b>Miscellaneous</b></p> <p><input type="checkbox"/> Column Headers</p> <p><input checked="" type="checkbox"/> Page Numbers</p>		
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Update</div> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Cancel</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Delete</div> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Help</div> </div>		

Country	Country	Yr	Year	Face Value	Face	Market Value	Market Value	Cond	Condition	
Desc	Description				Grp	Group	Type	Stamp Type	#	Catalog

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 "Style" list box on the Report Window.

# Insight Software Solutions Order Form



To print out the order form, select **FILE | PRINT TOPIC** from the menu.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Payment Method:  Check  Money Order  Visa  MasterCard  Amex

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_

Signature: \_\_\_\_\_

Diskette Size: 5.25" 3.5" (Circle One)

<b>Product Name</b>		<b>Quantity</b>	<b>UK Sterling</b>	<b>Total</b>
<b><u>FINANCIAL SERIES</u></b>				
The Debt Analyzer	(Windows)	_____	£20.00	_____
<b><u>HOME/OFFICE/HOBBY SERIES</u></b>				
SmartTracker Inventory	(Windows)	_____	£20.00	_____
SmartTracker Books	(Windows)	_____	£20.00	_____
SmartTracker Videos	(Windows)	_____	£20.00	_____
SmartTracker Stamps	(Windows)	_____	£20.00	_____
SmartTracker Coins	(Windows)	_____	£20.00	_____
<b><u>ENTERTAINMENT SERIES</u></b>				
Word Search Rampage	(Windows)	_____	£15.00	_____
Crossword Construction Kit	(Windows)	_____	£15.00	_____
Word Search Constr. Kit	(Windows)	_____	£15.00	_____
			Subtotal	_____
		(UK & EEC Only [17.5%])	VAT Tax	_____
		Shipping & Handling (Add £2.00)		_____

**Total Amount Enclosed** \_\_\_\_\_

Please send cheque, money order, Visa, MasterCard or American Express order to:  
**(NOTE: We can only accept cheques payable in the UK drawn in Sterling)**

OAKLEY DATA SERVICES  
3 Oakley Close  
Sandbach  
Cheshire CW11 9RQ  
England

OR Phone or Fax your Visa, MasterCard or American Express order to:

Tel: +44 (0)1270 759739      Fax: +44 (0)1270 765272

COMMENTS:

## 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.

### 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

Buttons available are Ok and Cancel. The **Ok** button simply accepts the information and returns you to the previous window. The **Cancel** button 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.

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.

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.

**IMPORTANT NOTE:** 120 column reports are designed to work with a 10 Point size font and 90 column reports are designed to work with a 12 Point size font. Different fonts have slightly different space variations for the same point size. A small range of font sizes are permitted (9 - 14) to allow you to choose the size you feel fits best for your report. **Be cautioned** that the larger font sizes may cause your fields to run together on the reports in which case it is recommended that a smaller sized font be chosen.



Each database item can occupy up to 12 lines of information. You enter the number of lines you wish each item 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 items, 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.

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.

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 database item. Selecting this option will automatically place a column header at the top of each page and at the start of each new group (depending on the sort order specified) in the report. Selecting Page Numbers causes the report to show page numbers at the bottom of each page.

The Update button simply saves all the report layout information and makes it available as a report option. If the Report Name has been changed, then you will be prompted to see if you want to overwrite the old report with the new name or to save out a brand new report with the new name. **NOTE:** You can very easily create similar report layouts with very little effort by modify an existing report and simply changing the report name.

The Delete button removes the report layout from the computer. The delete button is only active if the report name has not been changed.

The Cancel button allows you to abandon any changes that you have made.

As each line is created, the basic format of the line is displayed in this box. It gives a general idea of how the body of each database item will appear on the reports.





