



EzStamp For Windows™

v8.0



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Welcome !

Thank You for purchasing EzStamp. Welcome to the age of computerized philately. Should you have any suggestions, questions, or comments please write to us at the address on the front of this package. If you have any requests for enhancements that would be nice to have.., please let us know and we will try to incorporate any useful ideas into future releases. That's how EzStamp has grown to be the mature product that it is.

If you like EzStamp, please tell your friends about us. Dealer inquiries are welcome. If you find any errors or omissions in the documentation, please let us know. We're here to help.

There are many new features in this release of EzStamp. For those of you who are upgrading from a previous version, please read this quick start guide.

Please note our E-mail address is mariost@shaw.ca or staff@ezstamp.com It is the fastest and easiest way to get help if you need it (other than Reading the Manual). Our web site is located at www.stamptools.com or www.ezstamp.com and you can also call us at (705) 254-6201

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Quick Start Guide

You should read the Tips of the Day in EzStamp. They provide very useful information for new users. They are available from the Help menu in EzStamp. We have also appended them to the end of this document.

We are continuing to add useful tips here on our website.

www.ezstamp.com/ezstamp/QT/QT0001.html . These pages will be revised and updated over time

Please refer to the following screen shot for reference to the EzStamp Main Screen. Pay particular attention to the three numbered areas on the screen.

The screenshot displays the EzStamp v8.0 - USA.SDF (United States) application window. The interface includes a menu bar (File, Navigate, Edit, Search, Reports, Utility, Extras, View, Options, Help) and a toolbar with various navigation and editing icons. A red number '1' points to the toolbar. Below the menu is a form for stamp details, including fields for Scott # (573), Year Issued (1923), Denom. & Color (\$5 car & bl), and a preview of a red 5-cent stamp. A red number '3' points to the 'Buy Price' column in the table below. At the bottom, a status bar shows 'Dups: 0 | Qty: 2 | Value: \$212.09' and a red number '2' points to it.

Grade	Supplied Val	Your Val	Qty	Net Val	Buy Date	Buy Price	Sell Date	Sell Price	Net Profit	S.P.G.
MH-VF	\$186.90		1	\$186.90						1
USED-XF	\$25.19		1	\$25.19						1
MH-VG	\$93.45									
MH-F	\$140.18									
MH-XF	\$233.62									
MNH-VG	\$119.15									
MNH-F	\$217.27									

1) Tool Bar: This is where most of the navigation and other controls are located. Blue arrows navigate through the SUPPLIED databases, Green arrows navigate through your inventoried items.

2) Status Bar: This is where helpful hints appear when you hover over any icon. Bottom Right corner of Status Bar will always have an icon to indicate the status of the current record (inventoried, supplied, custom etc ...)

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3) Grades & Other Tabs: This is where the bulk of the data entry occurs. Just select the appropriate rows & click on the **GREEN \$+** to enter or the **RED \$-** to remove a grade entry. FDC (First Day Cover), PNC (Plate Number Coil) & PNB (Plate Number Block) Tabs are also available to enter these items.

RIGHT clicking on any icon or label on the main screen will pop up specific help for that item.

Entering a Scott

To enter or retrieve a stamp, simply enter the Scott # and hit the ENTER or TAB key on your keyboard. If the stamp is already inventoried, the record will be retrieved. If not, pre-supplied stamp info will be retrieved and you can inventory the item. If the stamp record can't be found based on the Scott #, you will be asked to inventory the record as a custom variety. If a stamp is already inventoried, a GREEN checkmark is displayed as a visual cue. A RED checkmark indicates that a CUSTOM catalog number was inventoried. A VIOLET checkmark indicates that this is a duplicated record.

Alternate Catalog #'s

If you have imported a cross reference file (See Utility, Edit Catalogue # Formats, Import), you can enter or retrieve stamp information by the Alt Cat #. Simply enter the number and hit the ENTER or TAB key on your keyboard. There are up to 4 Alt Cat #'s available to you and each can be renamed to suit your specific needs. Each ID can be relabeled for ALL countries or just the specific country you have open. Left Clicking on the Label will allow you to switch Cat #'s and rename these fields.

Year of Issue

This is the Year of issue for the stamp. Expected format is YYYY. This is a pre-supplied field.

Day of Issue (DOI)

Enter the Month and Day of issue (mm-dd) plus the official City of issue if available. (i.e. 6-29- Toronto, ON). This is a pre-supplied field.

Denomination & Color

This field contains the denomination and color description for the stamp. EzStamp uses the format of 32c rather than 32 cents or .32c or \$1 rather

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than \$1.00 or One Dollar. This is important to know when you are performing searches by denomination. Searches by denomination must match the format EzStamp uses. This field can also contain other information such as paper color, stamp type (i.e. Type IV) or other relevant information about the stamp. This is a pre-supplied field.

Watermark

This field indicates whether the stamp is watermarked or not. If the stamp is watermarked, its numerical designation will be indicated. On the Tool Bar at the top of the screen, there is a Watermark Icon. Clicking this Icon will display an image of the watermark to help you identify your stamp. This is a pre-supplied field. This field can also contain other relevant stamp information.

Perforation

This field indicates the perforation measurements of the stamp. If a stamp has a compound perforation measurement (i.e. 10 x 12), this indicates that the TOP and BOTTOM perforations measure 10 while the Left and Right sides measure 12. The perforation count is the number of perforations in a 2 cm distance (i.e. # of perfs per 2 cm). This is a pre-supplied field. This field can also contain other relevant stamp information.

Notes / Description

This field will provide information regarding the Printing method (i.e. Lithographed, Engraved, Photogravure etc.) as well as a description of the stamp and or its reason for issue. Other details such as overprints, surcharges and other specific details may also appear here. This is a pre-supplied field. If you have other details you wish to record about the stamp, you can use the Comments field (large white area below the Category field to enter other information about your stamps)

Location

Use this field to enter the physical location of a stamp (i.e. Book1 Pg 3). This field can be renamed to suit your needs. This is NOT a pre-supplied field. LEFT Clicking on the Label will allow you to rename the field. If you populate this field, you will be able to produce reports by location (i.e. all stamps in Book 3).

Cross-Reference

Enter a cross reference to another numbering system (i.e. Michel , Gibbons)

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here. Make all entries the same length (i.e. 0001 , 0100 etc) to allow for proper sorting. This field can be renamed to suit your needs. LEFT Clicking on the Label will allow you to rename the field. This is NOT a pre-supplied field.

Category

Use this field to categorize each stamp by topic or other methods. Once you categorize stamps, you can run searches and reports based on categories (i.e. Find all stamps I have categorized as Medicine or Insects). This is a pre-populated field (i.e. an extensive category list is already supplied. You can add to the list at any time). Entries can also be removed from the list via the List Editor in the Utility Menu.

Mint Sheet Size

This field is used to store the number of stamps that make up a full sheet (not a souvenir sheet or mini sheet). This is to be used for full sheets of stamps that have multiple copies of the same stamp on the sheet – usually sheets of 50 or 100. This is NOT a pre-supplied field (SoftPro may supply sheet sizes in the future).

Plate Block Size

This field records the size of a plate block (not the physical dimensions of the block, but the # of stamps making up the block). For the USA, it can vary anywhere from the default of 4 to 24 .This is a pre-supplied field. The default size is always 4.

Quantity Issued

This field is used to enter the # of stamps issued for this Scott #. It can be very useful in determining a rarity factor. If there were only 5,000 stamp issued versus 1,000,000, which would you rather own! We use this field to run a report to see which stamps were issued in the smallest quantities and actively purchase those stamps as they are most likely to increase in value the most. This is a pre-supplied field (for USA and Canada). Other databases will be updated with the quantity issued as time permits.

Your Values (Override)

This field is present so that you can override and enter a price for any single grade (i.e. a grade by grade basis). This is NOT your cost, but your override of the supplied price for any specific grade that you have selected in the Grades window. You MUST first select a grade by highlighting the row and

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then enter your value and click on the green \$+ icon to accept your entry. This is NOT is a pre-supplied field

Stamp Quantity

This field is used to enter the quantity of the stamps you own for a specific grade that you have selected. The default value is 1, but you may change it to reflect the quantity you own. Please note that you can enter a value of zero (0) and still record this grade as inventoried! .This is NOT is a pre-supplied field

NH Percent Surcharges

This field indicates the percent surcharge that will be applied to Never Hinged stamps. For example, if the VF Mint value is \$150 and there is a 100% surcharge listed, the value for a VF NH stamp will be \$300. EzStamp uses values for VF Mint and VF used to derive the other values. This is a pre-supplied field (when value is known)

Market/Supplied Values

This is the EzStamp market value for VF Mint, VF Used, FDC, Plate Block or Mint Sheet stamps, depending on the grade you have selected. You may override this value if you choose to. Selecting any Mint Grade will display the VF Mint market value. Changing this value will automatically change the values for the other Mint Grades based on the percentages that have been set up by EzStamp. Selecting any Used Grade will display the VF Used market value. Changing this value will automatically change the values for the other Used Grades based on the percentages that have been set up by EzStamp. Also note that you can set a Price Lock on any stamp so that Price Updates will never alter these values! (See price lock icon at the bottom left portions of the Status Bar. This is a pre-supplied field

Save Your Current Stamp Record

To SAVE the current record, simply Left Click on the Blue Checkmark Icon on the Tool Bar or just above the status bar. To Delete a record, Left Click on the Red X. Deleting a record removes it from your inventory, not from the supplied database.

Adding Stamp Grade Details/Data

Use this icon to commit the data you have entered for the selected grade (i.e. qty, your value, dates, comments etc.). This does NOT save the record to disk

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yet. It just accepts the entries for that selected grade. You can select multiple grades at

a time and commit them at the same time. To actually SAVE the record to disk, you must left click on the Save Record Icon (blue checkmark) OR Right Click in the Grades Area and select ADD and SAVE from the Pop Up Menu.

A general preferences option can be enabled to allow you to auto add grades when you click the blue check icon to save the record. It performs the function of Blue Check + this button on one step.

Removing Stamp Grade Details/Data

Use this icon to remove the selected grades from your data (i.e. qty, your value). To CLEAR ALL fields for the Grades, hold down Ctrl and Left Click on the \$- .This does NOT remove the record from your inventory, just the selected grades. To remove the entire record/stamp from your inventory, you must click on the RED X on the Tool bar. You can select multiple grades at a time and deselect them at the same time. You may also deselect grades by selecting grades and then RIGHT clicking in the grades area and click Remove Selected from the popup Menu.

Edit/Select Stamp Grade Details/Data

Use this icon to bring up the single quick grade edit window. In this window you can edit any of the dates, prices and comments. Compare this to the Grades quick Editor icon which allows for editing multiple grades and the associated details at the same time.

Edit Multiple Stamp Grade Details/Data

Use this icon to allow editing of multiple grades in a grid view editor. You can make changes to the data for any of the grades listed. You can clear all fields. Any changes you make can be undone within the CURRENT quick edit session. Once the window closes, changes cannot be undone. This provides a quick way to make multiple changes to multiple grades in one convenient window. An option available in Options, Preferences allows you to auto-save the stamp record. Once you save the data in the Quick Edit window (click on the Apply Changes Icon) so that you do not have to also click on the Blue checkmark (Save Record Icon) in the main screen to save the stamp record.

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Deselect Grade

If you have selected a grade or multiple grades, you can click on the Grades Deselect Icon to deselect the grade. This does NOT clear any data, but just deselects the grades.

Navigating by Scott

To Navigate through the supplied database, simply LEFT click on the BLUE navigation arrows on the Tool Bar to advance forwards or backwards one record.

Ctrl+Left Arrow will move to the FIRST Entry in the database while Ctrl+Right Arrow moves to the LAST entry for the navigation method used.

The blue arrows include any pre-supplied stamps which are either part of you inventory or have yet to be inventoried. For custom countries without pre-supplied data, the blue arrows have the same functionality as the green arrows.

The default stepping method is by Scott Number.

Navigation Arrow Step Method

Use this icon to change the stepping method used by the Blue arrows. The default is to step through the data by Scott # order. You can change it to Supplied records only (useful when you have created custom records (i.e. unlisted varieties) and only want to step through items that were pre-supplied. If you have created cross reference files to other numbering systems, you can step through the data in order of those alternate numbering systems by selecting them.

Navigating Through Your INVENTORIED STAMPS

To Navigate through items you have Inventoried, simply LEFT click on the GREEN navigation arrows on the Tool Bar. This will advance one record forwards or backwards.

Ctrl+Left Arrow moves to the FIRST Entry in your inventory while Ctrl+Right Arrow moves to the LAST entry.

Navigating Through Navigation Lists

Navigation lists are sets of stamp records which you can create from most Search and Report options available in EzStamp. Once a navigation list is

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created, you can use the violet arrows to step backward and forward through the list.

Ctrl+Left arrow will move to the first record in the list. Ctrl+Right arrow will move to the last record in the list.

The current and total number of stamps in a navigation list will appear in the bottom status bar of the EzStamp window.

Remove/Delete a Stamp Record from Your Inventory

This icon will delete the current record from your inventory. It does NOT remove the record from the supplied data. You will ALWAYS be prompted to confirm that you want to permanently delete the entry from your inventory.

Clear Screen

Left click on this icon to clear the data entry fields for this record. LEFT clicking on an inventoried supplied record will clear all inventoried grades and any non supplied data fields. To clear the screen of ALL data fields, use Ctrl+Left click on the eraser icon. For custom records that you have created, this will also clear any image link you have to this record.

Duplicate an Inventoried Stamp Record

This is a very powerful feature. By design, EzStamp consolidates any stamp on one screen. It allows you to track multiple copies, varieties (i.e. PB, FDC's etc) on the one main screen. EzStamp allows you to have a duplicate record of any Cat #.

Say you have 10 copies of a stamp but one of them is special in some way (cancellation, certificate ...). You could enter the 9 copies in one record and then create a duplicate record (Cat #) for the special one. This has many benefits. It will also allow you to individually track any stamp if desired. You can duplicate a record by clicking on the Duplicate Icon in the Tool Bar or go to the Edit Menu and Select Duplicate. To duplicate a record, it MUST already be inventoried. Once a record has been duplicated, the STATUS BAR will show you the number of duplicate records for this Scott #. All duplicated records will show a Purple DD icon in the Lower Left portion of the Status Bar.

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Priority Want List (PWL)

Priority Want and Sell lists give you a unique way of entering items into a want or sell list. By default, any item that is inventoried is automatically removed from the regular want list. There may be times when you want to have a stamp in your want list even though you already have a copy of that stamp.

The PWL icon on the tool bar allows you to add items to a separate want list (apart from the regular want list). You can add and remove items from the PWL at any time by using the Ctrl+Left Click on the PWL icon. If you have a grade selected when you click on the PWL icon, a special W+ icon will be placed next to the grades you had selected in the Grades area.

A preference setting, if enabled, allows you to have detailed entries (including types) for the PWL item. When an item is in the PWL, the PWL icon will turn GREEN. Similarly, the Priority Sell List (PSL) works the same way. PSL and PWL reports allow you to easily track what you have placed in these lists.

Priority Sell List (PSL)

Priority Want and Sell lists give you a unique way of entering items into a want or sell list. You can add and remove items from the PSL at any time by using the Ctrl+Left Click on the PSL icon. If you have a grade selected when you click on the PSL icon, a special S+ icon will be placed next to the grades you had selected in the Grades area. A preference setting if enabled, allows you to have detailed entries (including types) for the PSL item. When an item is in the PSL, the PSL icon will turn GREEN. Similarly, the Priority Want List (PWL) works the same way. PSL and PWL reports allow you to easily track what you have placed in these lists.

EzBrowser View of EzStamp Data

A new way to search & view the data in EzStamp. By LEFT clicking on this icon or hit Ctrl+F, a new viewer will appear with all the SUPPLIED data. You can select any item in the list by double clicking on it. Double clicking on an item will display it in the main screen. F12 will toggle the image view on or off. To see only your inventoried items in this browser, use Ctrl+Left Click on the icon or Shift+Ctrl+F via the keyboard.

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Recall the Last Search Performed

This icon will recall the last search you performed with all the parameters and selections you used before. This will save you time when you frequently run the same searches.

Recall the Last Report Performed

This icon will recall the last Report you performed with all the parameters and selections you used before. This will save you time when you frequently run the same reports

Quick Stats Reports

This icon will recall the last Quickstats Report you performed with all the parameters and selections you used before. This will save you time when you frequently run the same Qstats report. Qstats are the most frequently run reports in EzStamp

Custom Fields Entry

This icon will display the Custom Fields Entry screen. If you have defined custom fields (Utility, Custom Fields Editor), this floating window will allow you to see and edit the data in the Custom Fields. Saving a Custom Field entry will ALSO save the record on the main screen to your inventory! EzStamp allows for as many custom fields as you may need.

Edit/Change Image Links

This icon allows you to Edit and change image links for any record. You can paste in images from the clipboard or link to images you have scanned to files on your hard drive. EzStamp allows up to 4 images for any stamp and one FDC image. Images can be of any format (bmp, jpg, gif etc).

Please note that EzStamp uses BMP images. For images to be able to be EXPORTED to AlbumGen, they MUST be BMP's as AlbumGen can only use BMP images at this time. EzStamp expects to find the images in one of 3 places in this order of Priority:

- 1) The Application's Image\Country subfolder (i.e. Images/Canada/123.bmp).
- 2) The Supplied Image Hard Drive Copy Path\Country subfolder (i.e. where you copied the supplied images to.
- 3) The Alternate Image Location\Country subfolder.

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These paths can be set in the EzStamp general Preferences. This window also allows you to add or change the stamp size information.

Thumbnail Viewer (TV)

Clicking on the Thumbnail Viewer (TV) Icon will populate the viewer with thumbnail-sized stamp images. The viewer can accommodate up to 196 stamps (14 rows by 14 columns). Enter a number in the Scott# or Alt Cat# field and hit tab and the viewer will refresh. Left click on any image in the viewer to show it in the main screen. Double Click on any image and it will instantly retrieve that stamp. Click on the arrows in the TV panel below the images to navigate the database. Alt+F12 will activate the viewer by Alt Cat # if you have built a cross reference file. F12 will activate the viewer by Scott # (Main #'s & Varieties). Ctrl+F12 will activate the viewer by Scott #- (Main #'s only, no varieties). The viewer can also be resized to make the thumbnails larger if you have a large screen by drag sizing the window. Preference settings allow you to control what the viewer looks like and what data it displays. You can resize the TV by drag sizing it from one of the corners. (It will retain the last resized dimensions)

Special Stamp Information

EzStamp provides detailed images to help you determine varieties and errors. Click on the Special Information Icon on the Tool Bar (Si) to bring up special information. Try the following in the Canada file (21, 90vii, 859i, 715) or in the USA file, try 231, 261, or 136, 140. Many others exist! Use it to your advantage to easily discern between varieties! If no Special Info is available, the icon remains greyed out.

Watermark

Clicking this Icon will display an image of the watermark to help you identify your stamp. If a country has more than one watermark, you will be able to scroll through all the watermarks.

Export to AlbumGen

Left Clicking on this icon will export the Image and other info to AlbumGen (if you have purchased AlbumGen) for the currently displayed stamp. If you Ctrl+Left click on the AlbumGen Icon a dialog box will appear which allows you to export multiple stamps to AlbumGen at one time.

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You can export by a range of Scott #'s or by a year or range of years. A great feature of this is that if you have cross referenced to another numbering system, you will have the option of exporting by Alt Cat # sequence and print the Alt Cat #'s on the album page! The export obviously passes the sizing information as well. Please note that EzStamp is NOT permitted to send the Scott # to AlbumGen.

Image Compare – Second Image Viewer

Clicking on this icon will bring up the currently displayed stamp into a second viewer. Thus, you can have images of 2 different Scott #'s on the screen at the same time to allow easy image comparison (i.e. color varieties, design changes). Great for comparing varieties and color shades. You can also swap the stamp record associated to the image in the compare window with the one on the main screen.

Special Characters (Fractions & Pound Symbols)

This icon will allow you to enter special characters into the data fields, such as $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, and £.

More Images

This icon will appear when there is more than 1 SUPPLIED image available. We are in the process of scanning FDC images for CANADA & USA. We have about 1000 Canada FDC images now and will begin on the USA shortly. To see the other SUPPLIED images, simply click and select from the available images in the drop down list.

You can also set an EzStamp preferences option to show more than one image on the main screen at the same time.

Country Data Information

This icon will open a window which will display a summary of properties and statistics for the opened country file. Data such as total # of stamps inventoried, total value and other important information is available.

Snapshot Viewer

This is a great new feature only available in EzStamp. With our new SnapViewer, you can save ANY EzStamp report in a special format which can be read by EzStamp AND by anyone else even if they do not own EzStamp. This will allow you to send wantlists, inventory reports etc. to dealers, friends,

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fellow stamp club members and anyone else. All that is required by the person you are emailing/sending the report to is to download a very small file called snapview.exe from our website. They simply place the file (an exe file) into a folder on their hard drive (ie. C:\SnapViewer) and then they place the files you send them in that folder. Then simply run SnapViewer and open the *.snp file you sent to them & they will see the identical report that you generated in Ezstamp. The Snapview utility can be downloaded from our website from FREE

<http://www.ezstamp.com/ezstamp/QT/SnapView/SnapSetup.exe>

EzStamp Preferences Section

EzStamp has many preferences & settings (available from the Options menu) that can be customized to suit your specific needs. If you RIGHT click on any Label in the preferences tabs, appropriate help and descriptions of each settings purpose is described. For most users, the default settings will be the norm, but there are MANY options that will make your use of EzStamp much more personalized to the way you work. We suggest that you explore these options to make full use of EzStamp and all its powerful capabilities.

2nd – 4th Images Location

This preference should be set before you start using the software. EzStamp allows you to link up to 4 images and one FDC image for every stamp. You can opt to have all of your linked images located in the same folder OR you can have the separate images for each of the 5 images in separate folders. These folders are automatically created for you by EzStamp. For image link



#2, you can place the images in a folder called "2" in the Images/Country folder. For the USA, it would look like the folder structure indicated here.

Similarly for images 3, 4 & FDC, you would place your images in the corresponding folders. The folders ~FDC, ~PNB & ~PNC are where you would place any images that you want to link for FDC cachets, Plate Number Blocks or Plate Number Coils.

If you decide that you would like to keep all your images in the same folder (ie. Images/USA), it is recommended that you precede your images with

a 2_, 3_, 4_, FDC_ so that you will always know which image is linked to what. If you wanted to have 4 images linked to Sc# 100, you could name them as such: 100.bmp, 2_100.bmp, 3_100.bmp, 4_100.bmp, FDC_100.bmp & save them all in the Images/USA folder. You can also choose to have the images in their corresponding folders, but you would need to set the Preference option first.

Tips of the Day

WELCOME:

Thank You for your purchase. EzStamp has all the features a stamp collector could want to track & inventory their collection. The following Tips & FAQ will assist you in getting the most out of EzStamp and all its features. Whether you are a Novice or Experienced user, you will find these tips helpful & will make your use of EzStamp more efficient.

FREE PROGRAM UPDATES:

EzStamp provides FREE downloadable updates right from within the program. Go to Help, Check For Free Updates. This is used for bug fixes, updates & changes to the program itself, as well as updates to required files. This is NOT the annual updates for the databases, prices & images. Those are purchased annually from SoftPro. You should check on a regular basis to ensure you have the most up to date version of the program.

RIGHT CLICK HELP:

Right click on almost any icon or Label on the main EzStamp screen & a context sensitive help dialogue will appear. Try Right Clicking on the Shopping Bag as an example. This is useful for new users & beginning collectors.

DEALER / AUCTIONEERS LISTING:

EzStamp provides links to professional stamp dealers (members of the CSDA, ASDA & APS) as well as experienced auctioneers who hold extensive auctions year round. Whether you are buying or selling, or looking for supplies, you owe it to yourself to browse through our dealer listings by going to Help, Dealers, Suppliers & Auctioneers. Tell them Marios sent you !

STATUS BAR HELP:

The STATUS BAR (Strip at the bottom of the Screen in EzStamp) will display, short, relevant tips/help for almost any Icon on the Main EzStamp screen as well as most if not all other screens in EzStamp. The BOTTOM LEFT corner of the STATUS BAR will Display different ICONS depending on what the program is doing. Many Visually Helpful Icons will appear here to Visually Indicate to you different things such as when Duplicate records exist, whether an item is inventoried, a custom record/variety has been entered You will be able to use this area of the Status Bar as a quick indicator on the state of any given record. Pay close attention to the Status Bar as it is used extensively in EzStamp.

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IMAGE RETRIEVAL & DISPLAY - NEW USERS:

To enter or retrieve a stamp, simply enter the Scott # & hit the ENTER or TAB key on your keyboard. Do not click on the Save Icon (Blue Checkmark) unless you want to inventory the stamp. The ENTER or TAB key will retrieve the stamp and relevant information (pricing, descriptions etc). EzStamp will allow you to inventory a stamp with no data entered, so do not click on Save Record unless you want to enter the Scott # into your inventory

NAVIGATING Through the DATABASES:

To Navigate through the supplied databases, simply LEFT click on the BLUE navigation arrows on the Tool Bar. Ctrl+Left Arrow goes to the FIRST Entry while Ctrl+Right Arrow goes to the LAST entry for the navigation method used. To navigate through Inventoried items only, use the GREEN arrows on the Tool Bar. The PURPLE arrows are used to Navigate through special lists that you build. Keyboard shortcuts for navigation are as follows:
Ctrl+Up/Down Arrows = Next / Previous Supplied Record, Ctrl+Left/Right Arrows = Next / Previous Inventoried Record

SAVING & DELETING RECORDS:

To save the current record, simply Left Click on the Blue Checkmark Icon on the Tool Bar. To Delete a record, Left Click on the Red X. Deleting a record removes it from your inventory, not from the supplied databases.

LEGEND of TERMS USED in EZSTAMP:

Most of the commonly used philatelic terms used in EzStamp are described on our web pages. <http://www.ezstamp.com/ezstamp/QT/QT0002.html>

ADDING VARIETIES/CHANGING ENTRIES:

Adding new or unlisted varieties is very easy in EzStamp. Simply enter the new number in the Scott# field (one that is not already in the supplied database) & click OK when prompted. You can enter the new variety as a Main # or as a sub number variety. You can enter as little or as much information about the stamp as you want to. If the screen already had data from a supplied Scott#, the data will be preserved with the new variety. You can edit & change the appropriate information for the variety. To link to a different image, just click on the link icon (looks like a chain link). We have also added a report that will list all items that you added that were not in the supplied database or any supplied records that you modified. The report can

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be accessed via the Reports, Inventory Reports, Customized Entries/Records Report.

PRICING/SUPPLIED DATA UPDATES:

EzStamp has the ability to track any price changes you make. This means that if you make any changes to our prices (the prices supplied by EzStamp), next years pricing update will not overwrite those entries unless you choose to have them overwritten. Also, if you override EzStamp prices, you can revert them back to supplied values at any time. Price Locks are also available so that any records that have a price Lock applied, will NOT be overridden by updates until the price locks are removed.

MULTIPLE IMAGES:

EzStamp allows you to have four images for every stamp you enter PLUS an FDC Image. All four can be viewed at the same time. This setting can be set via Preferences, Images.

EZBROWSE VIEWER:

A new way to search & view the data in EzStamp. Simply hit Ctrl+F & a new viewer will appear. You can select any item in the list by double clicking on it. Double clicking on an item will display it in the main screen. F12 will toggle the image view on or off

PRIORITY WANT & SELL LISTS / REPORTS:

Priority Want & Sell lists give you a unique way of entering items into a want list. By default, any item that is inventoried is automatically removed from the regular want list. There may be times when you want to have a stamp in your want list even though you already have a copy of that stamp. The PWL icon on the tool bar allows you to create a separate want list from the regular want list. You can add & remove items from the PWL at any time. Similarly, the Priority Sell List (PSL) works the same way. PSL & PWL reports allow you to easily track what you have placed in these lists.

FDC Collectors:

EzStamp contains a comprehensive list of the known cachet makers to make recording your FDC collection easier. Just double click on the Cachet maker cell in the FDC Tab and a list will pop up. The FDC tab allows you to create a complete list of all FDC Cachets for a given Scott # in addition to the listing of the Officially Issued FDC's (Post Office Issued FDC's).

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USA Revenue Papers:

Color Images for the USA revenue papers have been added for easy identification! With the USA Revenues Database Open, go to Extras, USA Revenue Paper...

MERGE TWO FILES:

EzStamp allows MERGING of two files into one. This allows you to merge the contents of 2 files together. Helpful when you have 2 computers or two people inventorying the same collection. You can also have 2 people working on inventorying a collection. One person does pre-1950 stamps, the other does the post 1950 issues. When you are done, you can merge the 2 files into one to have a complete inventory of the collection.

eLook / (eBay & StampWants WebSearch):

Use this handy tool to quickly locate any stamp on the internet. Just hit Ctrl+E while running EzStamp. eLook will search eBay & StampWants (the 2 most popular stamp sites) to quickly locate the stamp. Our highly selective search filters will only show you the relevant matches.

RAPID Multi ENTRY (RME):

The Rapid Entry feature has been greatly enhanced to allow rapid multi entry of any field available in EzStamp. You can perform rapid entries by entering a range of valid Scott #'s. Go to the Edit Menu & select Rapid Multi Entry. You can enter a range of sequential entries all in a matter of seconds. If there are entries in the range that you do not want, you can just recall them & then delete them from your inventory. Options allow you to Append to existing records, Replace existing entries or skip existing entries.

DUPLICATE A COUNTRY:

This allows the duplication of the currently opened country. Many users use this option to easily create a duplicate file for their children, wives or other family members to track their personal collections. This is easily accomplished (File Menu, Duplicate a Country). This option will set up an empty duplicate country file for you to track another collection.

DUPLICATE A RECORD:

This is a very powerful feature. By its design, EzStamp consolidates any stamp on one screen. It allows you to track multiple copies, varieties (ie PB, FDC's etc) on the one screen. EzStamp allows you to have a duplicate record of any Cat #. Say you have 10 copies of a stamp but one of them is special in

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some way (cancellation, certificate ...). You could enter the 9 copies in one record & then create a duplicate record (Cat #) for the special one. This has many benefits. It will also allow you to individually track any stamp if desired. You can duplicate a record by clicking on the Duplicate Icon in the Tool Bar or go to the Edit Menu & Select Duplicate. To duplicate a record, it MUST already be inventoried! Once a record has been duplicated, the STATUS BAR will show you the number of duplicate records for this Scott #. All duplicated records will show a Purple DD icon in the Lower Left portion of the Status Bar.

SPECIAL INFORMATION:

EzStamp provides detailed images to help you determine varieties & errors. Click on the Special Information Icon on the Tool Bar (Si) to bring up special information. Try the following in the Canada file (21, 90vii, 859i, 715) or in the USA file, try 231, 261, or 136, 140. Many others exist! Use it to your advantage to easily discern between varieties!

IMAGE COMPARISON:

You can have images of 2 different Scott #'s on the screen at the same time to allow easy image comparison (ie color varieties, design changes). Just click on the Image Compare icon on the Tool Bar to compare images. Great for comparing varieties & color shades. You can also swap images with the one on the main screen.

THUMBNAIL VIEWERS:

Hit F12 or Ctrl or Shift or Alt+F12 to activate the appropriate viewer. This will bring up a viewer for up to 196 stamps (14 x 14). Enter a number in the Scott# or AltCat# field & hit tab & the viewer will fill up. Left click on any image in the viewer to show it in the main screen. Double Click on any image & it will instantly retrieve that stamp. Click on the arrows in the panel below the images to navigate the database. Alt+F12 will activate the viewer by Alt Cat # if you have built a cross reference file. F12 will activate the viewer by Scott # (Main #'s & Varieties). Ctrl+F12 will activate the viewer by Scott #- (Main #'s only, no varieties). The viewer can also be resized to make the thumbnails larger if you have a large screen by drag sizing the window.

BACKUP & RESTORE:

Compressed Backup & Restores are built in to EzStamp. EzStamp has a built in ZIP compression routine to safely backup & restore your data as well as important EzStamp settings & files. Backups are very easy, and are invaluable

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should your system or hard disk crash. Backup often and keep multiple copies of your backups. We recommend at least one back up be on removable media such as an external drive of some type (flash drive / memory stick). To RESTORE a file in EzStamp, you MUST first close all files by clicking on File, Close. The Backup & Restore are accessed via File, Country Datafile Utilities. Please note that Backups CANNOT be written to CD/DVD's directly. Important Note: **EzStamp backups are made up of 2 files (a *.cfg file & a *.zip files). BOTH FILES ARE REQUIRED to restore data. If you are manually copying/moving your backups, you MUST be sure to get both the CFG & ZIP files together!**

REPORTING OPTIONS:

All reports can be printed by entering a From/To by SCOTT. Selecting one of the Types (ie Airmail) will automatically set the Range to C1 to ZZZZZC99999 for you. Reports in EzStamp are VERY flexible and can be presented in many ways (spread sheets, thumbnails). Many options are available in the report viewer. You can remove any column from any report. You can add columns to supplied reports and create any new report. You can preview ALL reports on screen prior to printing them. A very handy report is the Grand Totals report which accumulates data for all countries where you have inventoried stamps. You can sort any report by any column by simply left clicking on the column header (label).

CUSTOM REPORTS:

All reports can be customized. You can delete any column in any report that you do not want to see. You can also sort any report on ANY column. This allows you to easily see what the most expensive stamp is, or which stamp you have the most of as an example. You can also print only portions of a report once it has been generated. You can create a copy of any supplied report & modify it to suit your needs. Brand new reports can be easily created from the Report Profile editor.

EXPORT TO ALBUMGEN:

Simply Ctrl+Right click on the AlbumGen Icon and the appropriate dialogue box will appear. A great feature of this is that if you have cross referenced to another numbering system, you will have the option of exporting by AltCat # sequence and print the Alt Cat #'s on the album page! The export obviously passes the sizing information as well. To export a single stamp, just Left click on the AlbumGen Icon on the tool bar in EzStamp. Please note that EzStamp

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is NOT permitted to send the Scott # to AlbumGen.

POWER SEARCH:

The Power Search is available from the Search Menu or Ctrl+Q . This search allows searching of ALL fields & records in the database. You can use the following operators to search : = , < , > , <> , <= , >= , CONTAINS , DOES NOT CONTAIN . Think of the power you now have. You can search for all LOVE Stamps which are RED and are 25c! The possibilities are endless. Once the search is performed, you can show the results in a Report Viewer spreadsheet or view them in the Thumbnail Viewer. The Power Search thumbnail viewer works the same as the other thumbnail viewers. Power searches can be used on Supplied Data, Inventoried data or both! We URGE you to use this POWERFUL new feature.

MY IMAGES WON'T SHOW UP ANYMORE!

This can happen if you do not have the correct EzStamp CD inserted. This can also happen if your CD ROM drive letter has changed. You can set your CD ROM drive letter via Options, Preferences. If you do not know what letter is assigned to your CD ROM, then insert the EzStamp CD & go to MY COMPUTER to see what it is! **We suggest that images be copied to your hard drive via the Utility, Image File Copy function. This will greatly enhance speed & will protect your CD's from scratches & damage.**

CUT & PASTE IMAGES:

You can now easily cut & paste images into EzStamp from the clipboard. Simply put the image into the Windows Clipboard then in EzStamp click on the Image Link Icon. It's that simple!

SCREEN RESIZE:

If you do not want EzStamp to run as a full screen application, simply resize the program window to your liking. The setting is automatically saved so each time you run EzStamp the new window size will be remembered. EzStamp will also recall the program window location on your desktop as well as other screen settings within EzStamp. Very useful if you want to have 2 programs visible at the same time.

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COPY IMAGES TO DISK:

EzStamp has a built in utility to COPY the images from the CD to your hard disk (Utility Menu, Image Copy) to increase speed and to remedy the issue of having to swap CD's all the time if you purchased more than one of our CD's. You will still be bound by the copyright & licensing restrictions of the images we supply. ALL EzStamp IMAGES ARE INTERNALLY MARKED. YOU CANNOT SEE IT, BUT THE MARK IS THERE. WE DO THIS TO PROTECT OUR HARD WORK FROM OTHER DEVELOPERS WHO HAVE

ATTEMPTED TO USE OUR IMAGES WITHOUT A LICENSE. ALL VIOLATIONS WILL BE STRICTLY ENFORCED. NO EXCEPTIONS. We have also visibly watermarked all EzStamp images.

SRS:

Stamp Recognition Software is available for all EzStamp databases. Simply scan your stamp and have EzStamp identify the stamp for you. Visit our website at www.ezstamp.com for details or call us at 705-254-6201.

EZIMAGE:

Our new program to help with your image processing. EzImage can automatically separate images, auto-rotate & auto crop. FREE DEMO from <http://www.pcvu.com/ezimage>

EZCOIN:

Our New Coin Inventory Software that is unsurpassed in ease of use and functionality. get your FREE DEMO from our website at www.ezstamp.com .

YEAR SETS FOR SALE:

SoftPro purchases year sets for ALL countries we have in EzStamp. We resell these year sets at 10% below our cost. If you wish to order any particular year set, just visit our website or give us a call at 705-254-6201. We also have better singles & sets available on our site at <http://www.ezstamp.com/ezstamp/sfs.html>

WFID:

Our Washington / Franklin Identifier is also a great add-on to EzStamp. This handy utility will help you quickly and accurately identify this difficult and complicated series. While in EzStamp, just type in Ctrl+W . If you have

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purchased an activation code, the program will start. If you wish to order, just visit our website or give us a call at 705-254-6201.

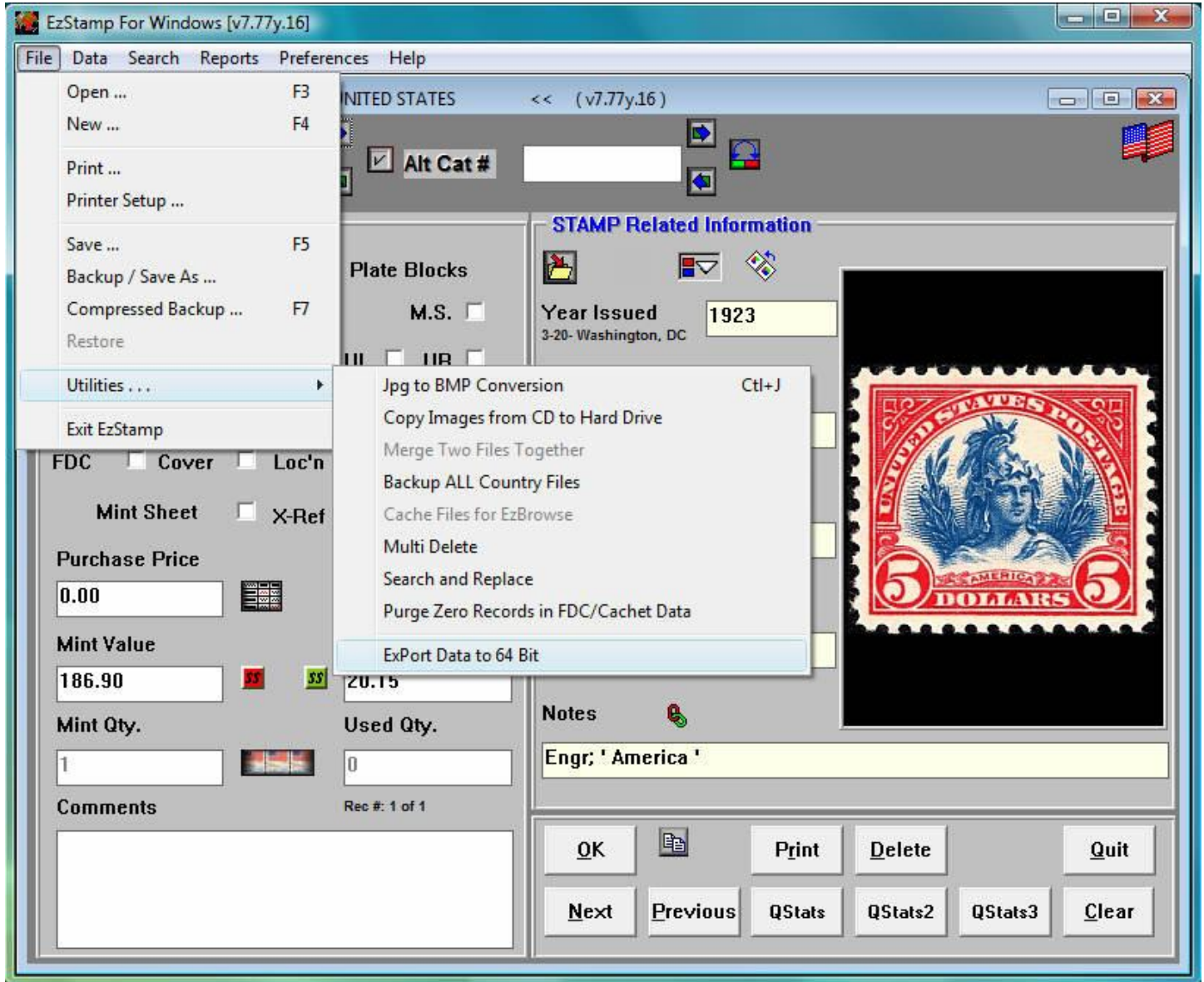
RIGHT CLICKING ON GRIDS: Right clicking on any grid (Grades, PNC, FDC, PNB or the Report Viewer) will reveal a context sensitive Pop Up selection menu with many different options that are relevant to that grid.

Importing Your Data From A Prior Version of EzStamp

Please follow these steps carefully to import your data from EzStamp v7.77y

1. First, you must install the new EzStamp v8.0 on your PC. V8.0 will run on 32 & 64 bit versions of XP, Vista & Win 7
2. Next, you must export your data from the previous version of EzStamp in this way

Screen 1



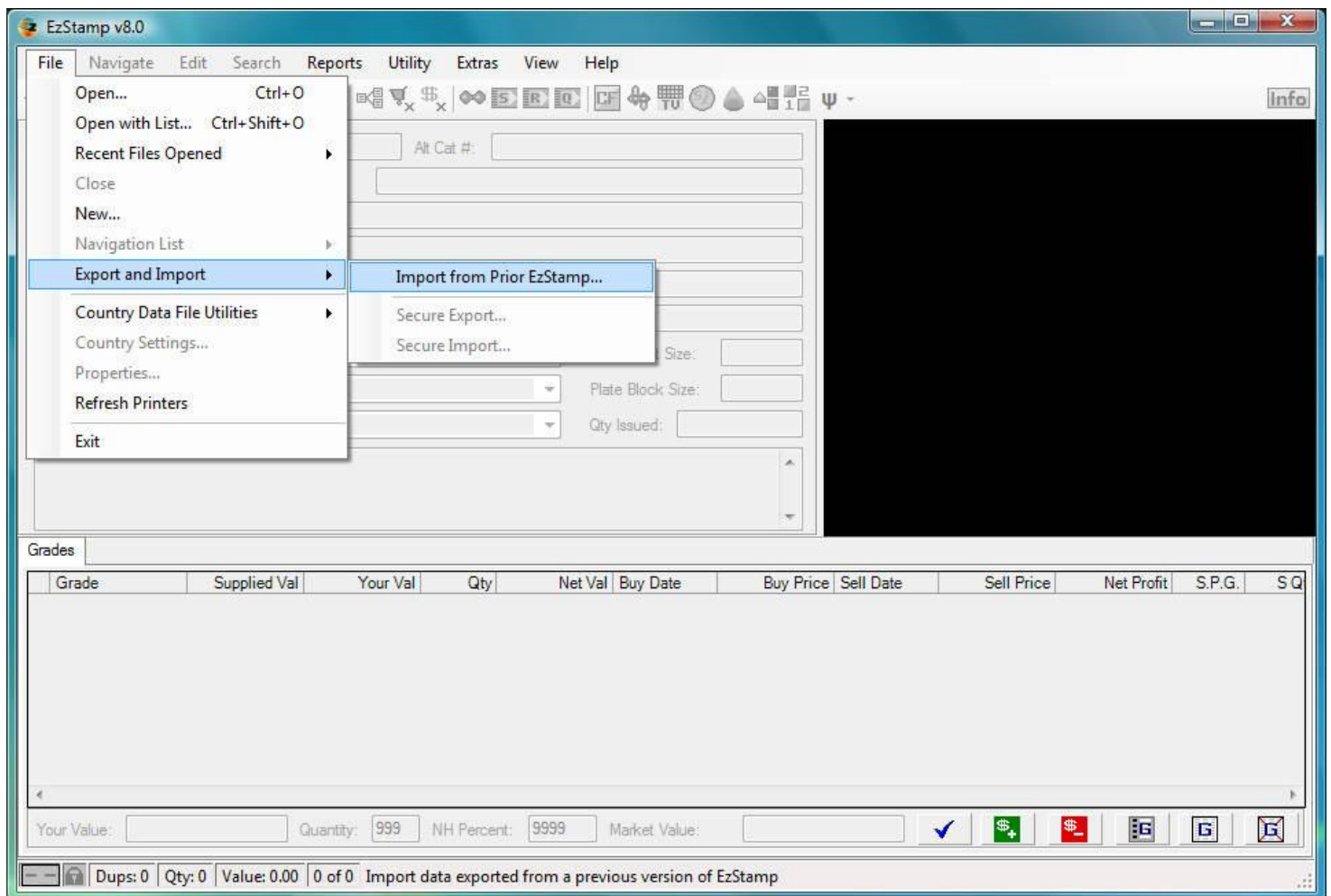
3. In OLD EzStamp, open each country BEFORE exporting the data, and then Re-index the file (Data Menu, Re-Index).
4. For Each Country that you have data entered into that you wish to import, you MUST first EXPORT the data in old EzStamp. To do this, Go to **File**,

Importing Your Data From A Prior Version of EzStamp

Utilities, Export to 64 bit. This will create a special zip file in the <drive>:\EZMINKUS\Export_64 folder under the OLD EzStamp. Do not confuse this with the regular compressed backups made with OLD EzStamp. The Exported files are ALWAYS placed in the **Export_64** folder. (refer to Screen 1)

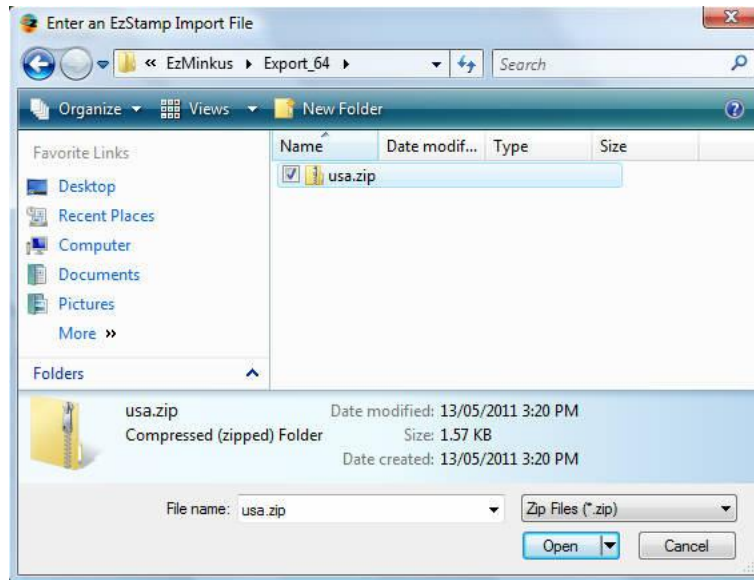
5. Now, In NEW EzStamp (v8.0), go to File, **Export & Import, Import From Prior EzStamp.** Please refer to **Screens 2,3 & 4**
6. You will need to Browse to the location of the exported file from old EzStamp. If OLD EzStamp is not on the same computer, then you will have to migrate the zip file onto the new PC (you can copy the file(s) on to a flash drive/memory stick or any other way you have of getting the exported files onto the new PC)

Screen 2

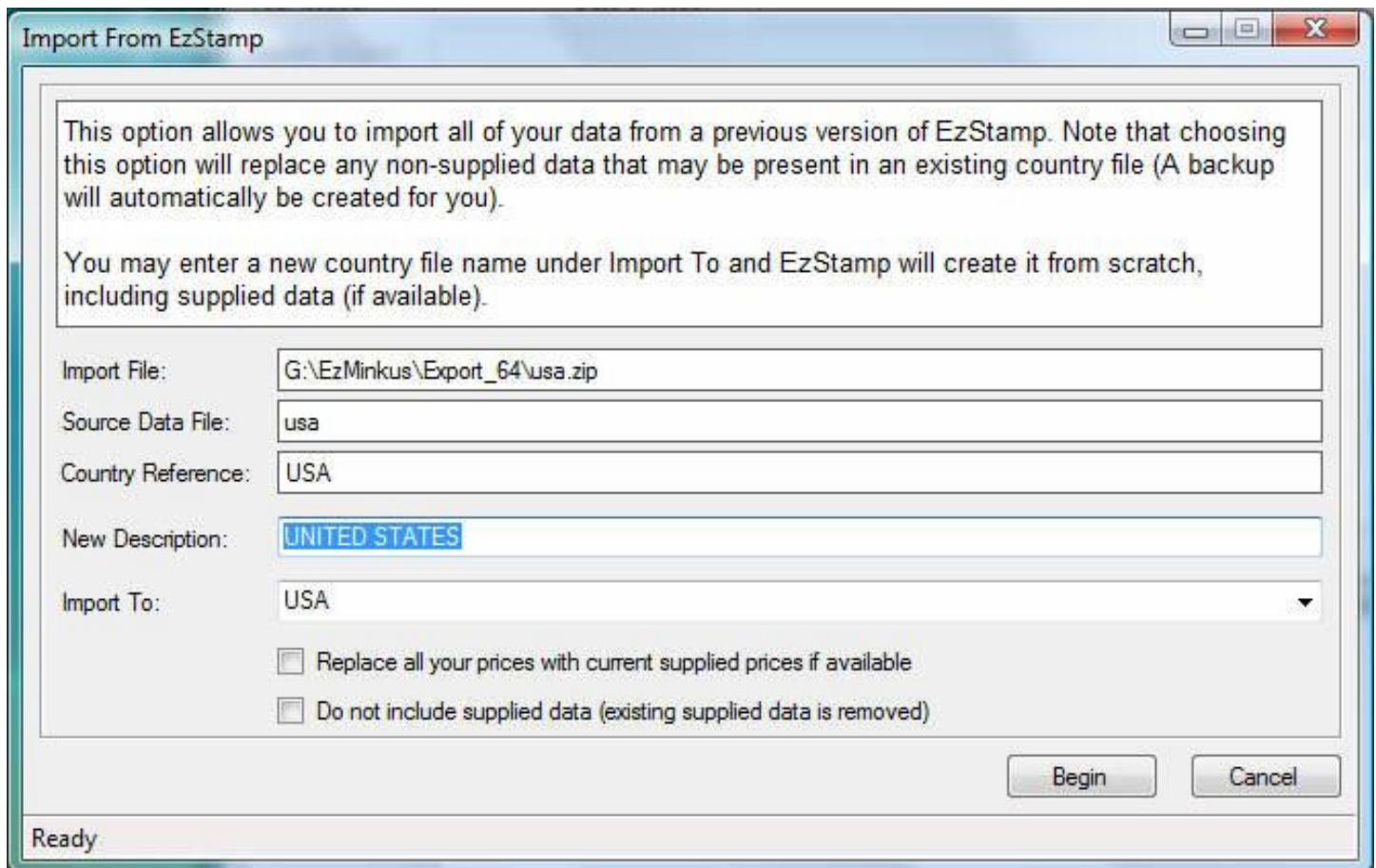


Importing Your Data From A Prior Version of EzStamp

Screen 3



Screen 4



Importing Your Data From A Prior Version of EzStamp

7. Once you have navigated to the zip file that was exported from OLD EzStamp, you can now import it using the options available during the import (refer to screen 4).
8. You will need to repeat this for EACH country that you want to import data into.
9. **IMPORTANT:** Importing data will **OVERWRITE** any existing data that you may have entered into the new EzStamp data file.

Installing, Updating & Uninstalling

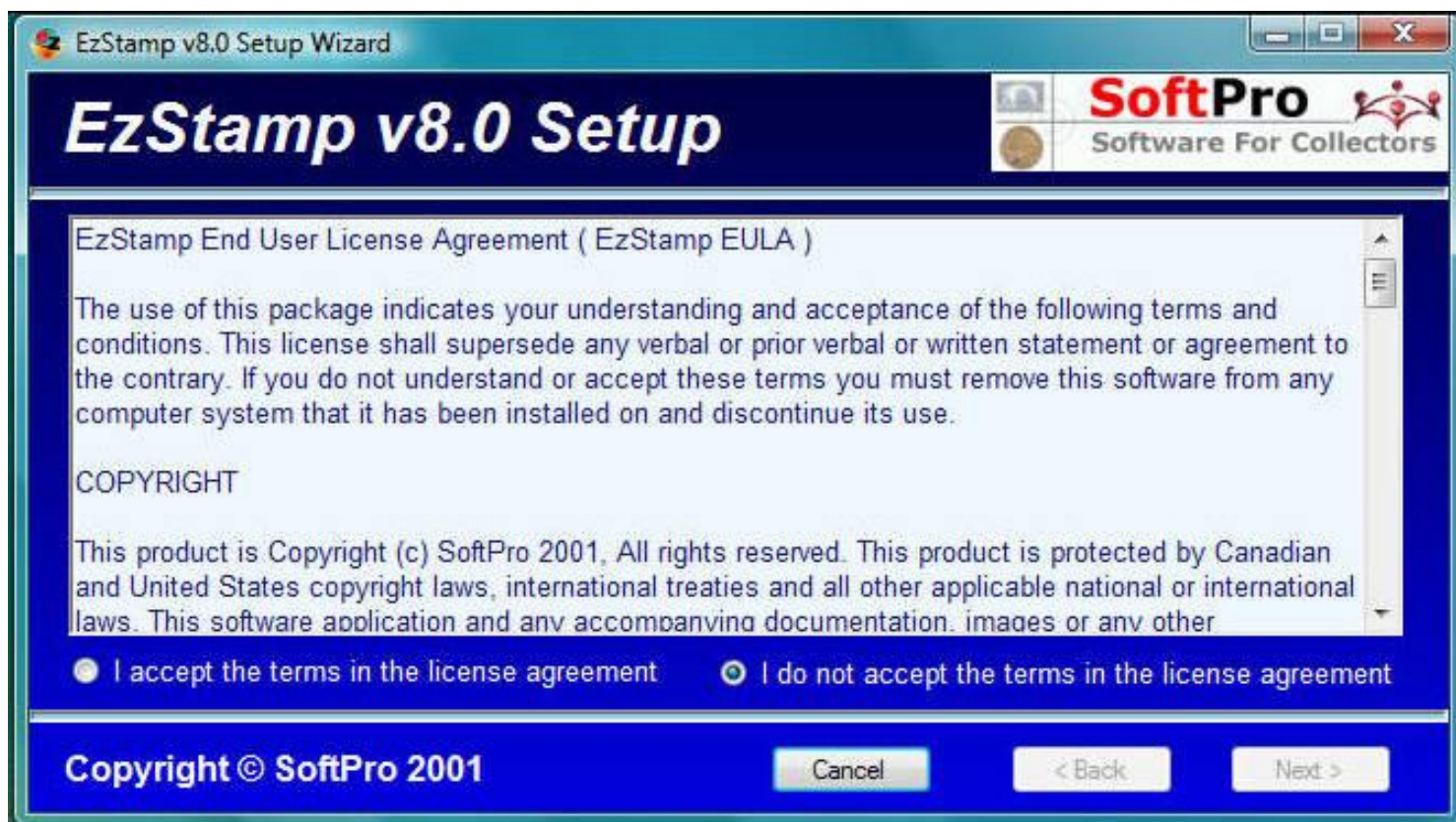
First Time Installations:

The first installation of any v8.0 CD/download is fairly straightforward. Once the EzSetup.exe is run, you will see several screens as shown below. Not all screens will appear the VERY FIRST time you run an install. The very first install on your PC will always be a Full Install of the package. Subsequent installations & re-installations will offer you 4 types of installations.

It is critical that you select the correct installation type. Choosing the wrong type can wipe out your data. Before you do any kind of installation, be certain that you have backed up your data to a location other than where the program is installed. We recommend that you keep a backup of your data on external media such as flash drives/memory sticks or external hard drives.

The first screen will always be the License Agreement (EULA). You must accept the terms of the license to proceed.

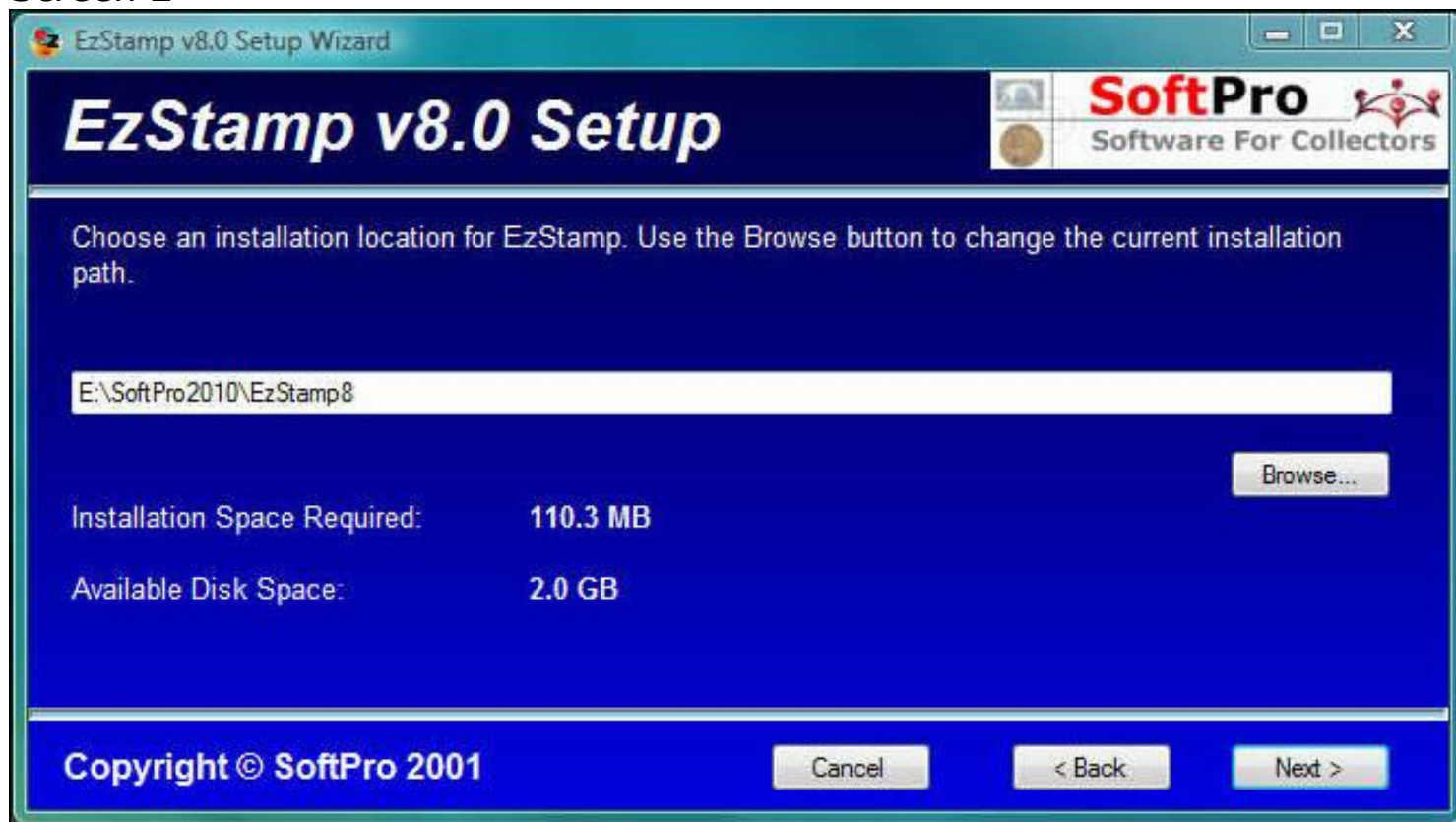
Screen 1



Next, you will see a screen where you can select Where to install EzStamp to. We recommend that you accept the default location structure ie. `<DriveLetter>\SoftPro2010\EzStamp8`

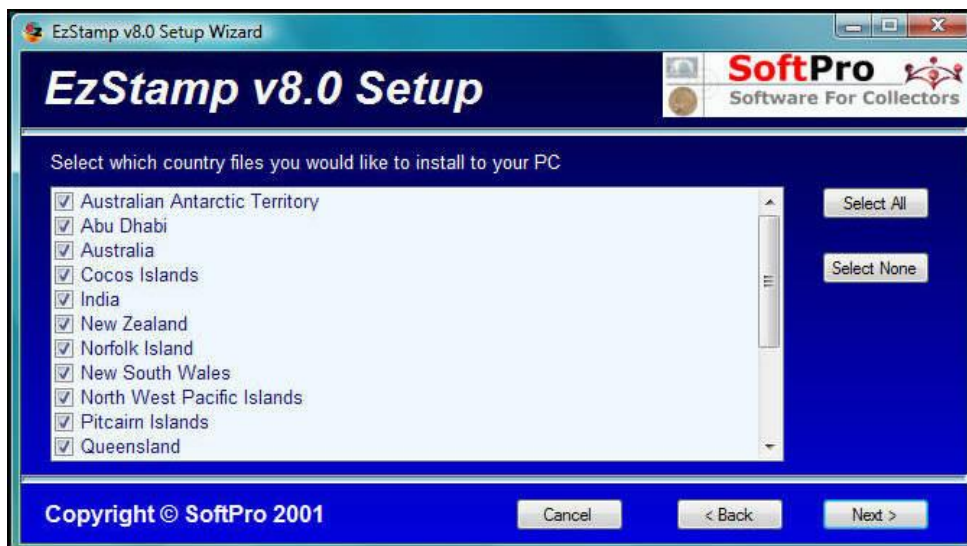
Installing, Updating & Uninstalling

Screen 2



You can safely specify any hard drive letter that you like, but leave the default location of `..\SoftPro2010\EzStamp8` as is. If you alter this default installation path, the next time you install new CD's or updates, it will be up to you to install to the correct location. By using the default location of `..\SoftPro2010\EzStamp8`, the installer will automatically install to the correct location.

The next step will allow you to choose which country databases to install if you have purchased a CD with multiple countries. Simply check or uncheck

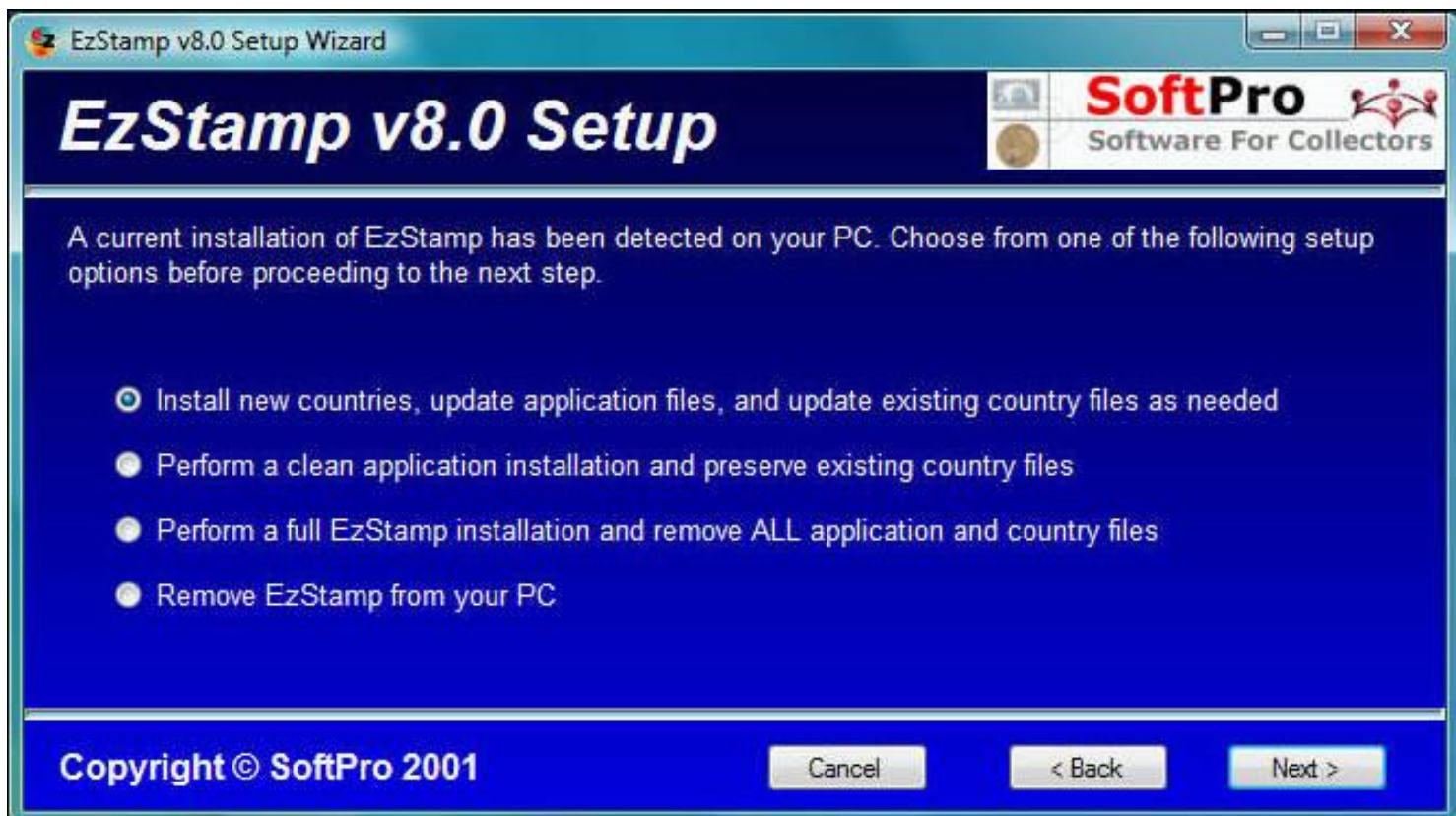


Installing, Updating & Uninstalling

the selections to suit your collecting needs.

If the installer detects a version of EzStamp is already installed on your system, you will see this screen below appear.

IT IS CRITICAL THAT YOU SELECT THE CORRECT OPTION. FAILURE TO DO SO CAN WIPE OUT ALL YOUR DATA. MAKE SURE YOU HAVE BACKUPS BEFORE YOU PROCEED WITH UPDATE INSTALLATIONS.



Each of the 4 options is explained below

- 1) Install new countries, update application files and update existing countries as needed.

This option will install new countries and update existing countries in EzStamp. It can also update the program itself (the exe) as well as other EzStamp support files. It will NOT delete any databases or settings in your existing installation. This is the default setting for all updates you purchase.

- 2) Perform a Clean Installation and preserve existing country files

This option will replace the EzStamp program and its support files. It is similar to a FULL NEW install except that it will NOT delete any of your

Installing, Updating & Uninstalling

databases or inventory data. It WILL restore ALL EzStamp settings back to default (ie. Preferences will be set to default, reports will be replaced with defaults). Any new countries on the CD will also be installed for you.

3) Perform a FULL EzStamp installation & REMOVE ALL Application & Country files.

This is a complete NEW install and will DELETE ALL country files (all your inventory data for all countries will be deleted) for ALL CD's you have installed previously. There is NO way to recover from this option unless you have valid backups of all your data in a location SEPARATE from where the program is installed. As indicated before, *be certain that you have backed up your data to a location other than where the program is installed. We recommend that you keep a backup of your data on external media such as flash drives/memory sticks or external hard drives.*

In essence, this is the same as performing an UNINSTALL and then a re-install of the current CD.

4) Remove EzStamp from your PC

This option will completely remove all traces of EzStamp from your system. EzStamp does not use Windows Add/Remove Programs from Control Panel to uninstall. EzStamp has its own uninstaller on the CD. Obviously, *this option will DELETE ALL country files (all your data for all countries will be deleted) for ALL CD's you have installed as well as delete the program from your system.*

The final step for a **first time install** will create desktop shortcuts for you as well as bring up the Read Me file with last minute notes that may not be available in the manuals. We suggest that you at a minimum read the readme file. You can also print it for a permanent record.

How Do I ???

Can I track multiple collections (i.e. my wife & I have separate collections)?

YES. EzStamp allows you to Duplicate any database so that you can keep separate files for each member of your family. Just go to *File, Country Datafile Utilities, Duplicate Country*. You can also use this feature to keep track of your own multiple collections. Some collectors prefer to track their used & mint in separate files. It all depends on you & how you collect. EzStamp gives you the **flexibility & power** to do what you want!

Can I inventory countries that you do not have databases for right now?

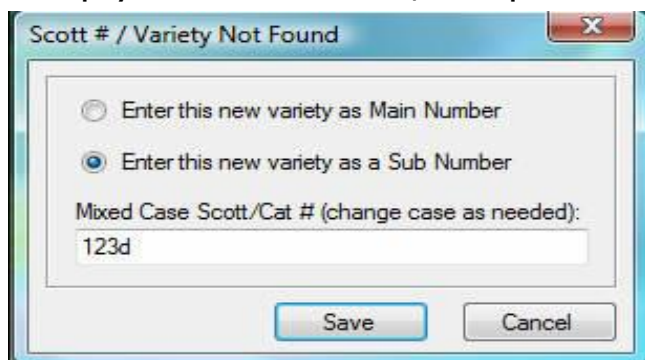
YES. With EzStamp, you can create any new country or database that we currently do not have. Just go to *File, New* & create your new database. You can also create topical databases where no catalogs or databases exist. This is built into EzStamp. EzStamp, also allows you to easily add your own images for these newly created databases.

How Do I Add Stamps Not listed in the Supplied Databases

Simply enter the new, unique Cat # in the Scott number field & enter or hit the TAB key. You will then see the window below. Choose to add the variety as a Main # or as a sub-number & click Save. You can then edit the stamp related information (perf, year, description etc.) and add your own image. If you want to create a variety on an existing supplied Scott #, simply recall the Scott # first by entering it in the Sc# field & hit Enter to retrieve the stamp. Once the stamp is displayed on the screen, append the variety # to the end of the Sc # (ie 123 → 123d) and hit enter. You will then see the window above & then click on Save. This method will retain all of the stamp information for the Sc# which it is based upon including the image. All you need to do now is edit the relevant information to describe your new variety. You may also use your own image if you like.

Can I use my own images instead of the ones you supply?

YES. EzStamp allows you to scan in your own images & link them up to the databases in several ways. You can override the images we supply & display YOUR scanned stamps. You can also add images for stamps not listed in EzStamp. There are no limits imposed by EzStamp. You simply scan in your



How Do I ???

images & save them as standard Windows bitmap files (BMP) & save them in each country's sub folder. This is explained in detail

in the manual. We have developed an Image Editing program (**EzImage**) that is specifically designed for stamp collectors. It is very user friendly & works with EzStamp.

Can I enter or cross reference to other catalog numbers?

YES. You can easily cross reference to other numbering systems such as Minkus, Michel, Stanley Gibbons, Yvert & Tellier and others. We provide you with several ways to quickly & easily accomplish this. You can enter the other Catalog numbers one at a time as you inventory your collection by entering the numbers in the U-Cat1# field. You can actually rename this field to be Gibbons , Yvert etc. as well (we cannot supply it this way as each catalog has copyright's on their names & cat numbers). A second way to enter cross reference numbers is to simply build a Text, Tab delimited text file which is nothing more than a table of two columns of numbers separated by a TAB (see below).

10	24
11	25
12	26
13	27Y
14	28
15	29

You then save the file as a Text Tab Delimited file & you can import the whole file into EzStamp in one shot! Once you have the cross reference numbers in EzStamp, you will be able to search, sort, enter & report by the other numbering systems. This allows you great flexibility & power.

