

## Welcome to My Collection from Stanley Gibbons!

This is the first in a series of user guides to help you explore all the different functionality of My Collection:

- 1) Introduction and using the search filters (this guide)
- 2) Adding/deleting stamps and wants
- 3) Customisation and personal details
- 4) Summary and exporting/downloading details.

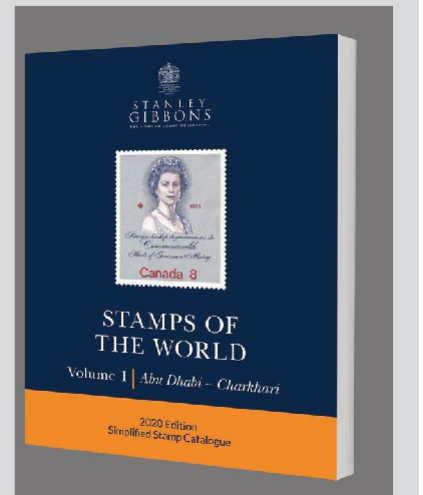
## What we will cover in this guide:

- An introduction to My Collection
- The key features
- Other useful guides
- Guidance on how to get the best out of the powerful search filters for:
  - o Countries
  - o Years
  - o SG numbers
  - o Keywords.

# INTRODUCTION

## some key points to note before you get started:

- My Collection is based on the details/prices from Stanley Gibbons' renowned Stamps of the World catalogue (2019 Edition)
- Around 500,000 stamps and 180,000 images from over 730 countries/regions are listed
- The stamp listings are based on our simplified data, designed to give an overall view of the stamps issued by the whole world, and only include the least valuable example of any item within a set of stamps. It does not cover specialist items such as variations, plate numbers, and FDCs (for further details see The guide to Stanley Gibbons catalogues)
- It uses the universally recognised SG catalogue numbers
- It's ideal for the thematic and multi-country stamp collectors



# KEY FEATURES:

- Built with invaluable advice and suggestions from a user group
- New technology enables use on PC and tablets.
- Prices will be updated
- Versatile and powerful search options to locate stamps and their catalogue prices
- Fully customisable: add stamps to specific albums, upload your own images and include your own details
- Keep a note of your 'wants'
- A handy summary section lists the number of your stamps by country and album plus their catalogue value
- Output all the information, including any details you have added, into a spreadsheet.

# DON'T FORGET

## as part of your subscription you have access to 4 PDF guides:

- 1) How to identify stamps (22 pages packed full of useful information designed to save you valuable time)
- 2) The guide to Stanley Gibbons catalogues (a 2 page at-a-glance guide to what's in Stanley Gibbons catalogues and the differences between them)
- 3) The Stanley Gibbons guide to stamp pricing and stamp condition (in this 2 page guide our catalogue editor and lifelong collector, Hugh Jefferies, offers a few tips)
- 4) The Stanley Gibbons International Philatelic Glossary (a 4 page at-a-glance guide to common terms used in stamp collecting across different languages).  
You can access these via the Help/FAQs tab.

# ENTRY PAGE

## Collection Summary

When you log into My Collection for the first time you will see the Collection Summary. It's currently rather empty but it won't take you much time to add in some details!

In time it will become a key page for you to check as it:

- Lists the:
  - Stamps you have by country
  - Albums with relevant stamps in them
  - Wants you have by country.  
(Totals are given as well as the split by mint and used)
- Gives you quick access to the stamps in your collection by country or album, plus your wants by country
- Allows you to export details of your stamps, albums and wants into a spreadsheet.

We will cover this page in more detail in the separate guide: (4) Summary and exporting details.

# STAMP SEARCH

## Your main page in My Collection

Go to the main search page by clicking on the Stamp Search tab near the top.

Here you have quick access to over 500,000 stamps with the same details as in the printed Stamps of the World catalogue.

From this page you will be able to start updating your version of My Collection by:

- Adding your mint and used stamps, as well as including your own details, including images
- Adding your mint and used wants
- Including your mint and used stamps in relevant albums.

### Search options

But, let's start with the powerful search. We have made this as versatile as possible. This is because collectors will be using it in different ways.

Remember that you can use 1 or multiple filters, i.e. a country search by itself or a country search + a year + a keyword.

Hint: once you have used a search option, and especially if multiple options are used, it's easy to forget that they are still set.

You can use the Reset Filters link at any time to clear all the filters and start afresh.

### Country search options

Countries are shown in alphabetical order; however, if they have related regions or territories then these are kept together.

E.g. Aden Protectorate States includes: Aden, Kathiri State of Seiyun, and Qu'aiti State in Hadhramaut.

There are 3 different ways to search:

- 1) Type in a country/region – this will take you straight to a country, or a number of results based on what you type.
- 2) Use the drop-down list. This shows after you click in the top search box. It allows you to see related regions/territories for countries.
- 3) Click on "Or select from list" - this will open a new window. This is the best way to scan a range of countries/regions.

Remember that for all 3 options that you can add more than one country and see the results in one go, rather than having to see the results for each country separately. See below as an example.

### Year searching options - this helps to reduce the number of results given. The options are:

- 1) Single year
- 2) Year range.

SG Number(s) search options - many collectors use the Stanley Gibbons numbering system. All our catalogues are based on this. If you know the number it will make finding the stamp(s) much quicker

Whilst using the search bear in mind the prefix before the number:

- In the majority of cases postage stamps have SG as the prefix
- Postage due stamps often have D as the prefix
- Miniature sheets usually have MS as the prefix
- Official stamps usually have O as the prefix.

Try using the SG number(s) search with:

- A single number: eg searching for 8 will bring back any type of stamp with the number 8
- Various numbers: eg SG4,8,23 will bring back postage stamps with the numbers SG4, SG8, or SG23
- A range of numbers: eg D4-23 will bring back postage due stamps within the range D4-23.

## **Keyword(s) search options**

This is useful for all collectors, including thematic collectors. It works across all parts of My Collection, including certain custom details that you add in.

### **The keyword search can be used for:**

- Stamps with a particular face value. Note that we use abbreviations, eg 1p will bring back results for stamps which are 1 pence or 1 piastre, and 1a for 1 anna. NB: it does not currently work well with fractions
- Phrases. You will need to add in quote marks. For example a search for 1d red the results will include results for 1d OR red, whereas a search for "1d red" will include results for 1d AND red
- Thematic terms. There will be results as long as the word is within Stamps of the World, eg orchid gives 100s of results.

### **Search categories**

Once you have selected one or more search filters and you have not as yet added any stamps or wants to your collection you should click Search with All Stamps as below (highlighted). Don't forget that if you think you are getting some strange results it may be that you will need to clear one of the search filters, or use Reset Filters (highlighted) to clear all the filters and start afresh.

### **General search hints/timesavers:**

- 1) After entering details into the search filters for years, SG numbers or keywords it is often quicker to press the Return key on your keyboard to get the results rather than clicking the Search button
- 2) If you have been scrolling right down the page and need to get back to the top simply press the button on the right to quickly do this for you
- 3) If the search gives no results, check the filters being used and, if necessary, use the Reset Filters link.

**See our next guide: (2) Adding/deleting stamps and wants.**