

You have been through the other guides covering the introduction, search, as well as adding/deleting stamps and wants. Now it's time to consider more complex features. Some collectors will use all of them, other collectors a few, and some collectors none at all. The system has been built for you to explore and determine which suit you.

What we will cover in this guide:

- Setting up/deleting albums and adding/deleting stamps to/from albums
- Standard stamps: adding your personal details as well as images
- Unlisted stamps: adding stamps not covered within the Stanley Gibbons Stamps of the World catalogue.

SETTING UP AN ALBUM

Go to the Collection Summary page and part way down you will see the section on My Albums. Click on Create Album and this opens a new window:

NB: An 'album' can be a stockbook or a stocksheets rather than a standard album. It can even be a virtual album in that you want to be able to bring together relevant stamps, eg all bird related stamps across a range of countries. Name the album with a meaningful title so that you can differentiate easily between different albums. Add more details in the description field if required, and then Save. The new album has been added within the My Albums section as below.

You will see that the first letter (or number) has been added into the coloured circle. This will make it easier for you to spot a relevant album on the Collection Summary page (where they are listed alphanumerically) and also the Stamp Search page.

Deleting an album

Click on the new album name and the small window opens again. At the bottom left hand corner there is an icon for a bin to allow you to delete the album when it's no longer needed.

To avoid deleting an album by accident there is a message as below. It says: 'All stamps in this album will stay in your collection but the album will be removed. This cannot be undone. Are you sure?' If OK is clicked the album is deleted.

Adding/deleting stamps to/from albums

Go to the main search page by clicking on the Stamp Search tab near the top. Aden is the first country and in a previous guide various stamps were selected. Let's just select the mint set of SG 1-12 by clicking on the C at the top of the set.

You now have 2 ways to add stamps to an album:

- 1) Set: Add all your stamps from a set - here it's located at the top of the set, either mint or used select the downward arrow alongside the C.
- 2) Single: Add a single stamp - here you need to open the details by clicking the down arrow on the far right of the relevant stamp.

Then click on the album drop-down and select the appropriate album. NB: to take off an album for a single stamp, simply click the album drop-down as in 2) above, then click on the album name.

Standard stamps: adding your personal details as well as images

Some collectors only use the standard/collapsed view. This gives details in an easy to read overview format. See 2 stamps.

Other collectors prefer to use My Collection in the detailed/expanded view, either by clicking the on the right of a relevant stamp, or using the Expand / Collapse All button towards the top of the page.

Click on Expand and see below the full details of the first 2 stamps in the set that you have added to My Collection.

For each stamp you have added (mint and used) you can customise your listing with 10 options:

IMAGE(S)	CUSTOM DESCRIPTION	CUSTOM NUMBER	CUSTOM FACE VALUE	CUSTOM VALUE £
PURCHASE £	CUSTOM YEAR	CUSTOM NAME	QUANTITY	ALBUM(S)

These are now described in detail. Remember that the keyword search will work across some of them and also that any changes you make will only be viewable in the expanded view.

- 1) Image(s). By including your own images they can all be viewed in the expanded view. Let's show you how easy it is to add one. Also remember that multiple images are allowed. Most formats can be used except tiff and bmp, and preferably less than 1mb in size. Click on Add Image(s).

The new window to add image will open.

Here you have 2 options to upload your image(s):

- Minimise your screen to allow you to drag an image onto the box, or
- Click to upload an image from your file structure.

Then Save. You can view the image(s) by using the expand function. Here's an example of images added for SG1-4.

- 2) Custom Description: Here you can include specific details about the stamp which isn't in the standard Stanley Gibbons description. Remember that this can be searched in the keyword search filter. Within this field you can add as much detail as you would like as after a few lines of text have been entered the box becomes scrollable.
- 3) Custom Number: My Collection is based on Stamps of the World and doesn't include all varieties and colour variations. Rather than use the Add Unlisted Stamp feature for your stamps which aren't included you can use the nearest listed stamp and then customise it with the relevant SG number. Or you may use a code for certain stamps.
- 4) Custom Face Value: As with Custom Number above you may want to give some additional/different details.
- 5) Custom Value £ (per stamp): You may wish to use this if your stamp has a higher catalogue value than the standard stamp listed in My Collection. This change is also reflected in the values given in the Collection Summary page.
- 6) Purchase £: This is a great way to keep the price of how much the stamp costed.
- 7) Custom Year: Useful for adding a year, eg if this is a used dated stamp or a first day cover.
- 8) Custom Name: This is similar to Custom Description mentioned above but with less space.
- 9) Quantity: Changing the quantity in the standard/collapsed view is described in guide: (2) Adding/deleting stamps and wants, however, each time you increase the quantity using this method it is treating it as a separate item and will create a separate entry in the expanded view. Some collectors prefer changing the quantity in the custom field, particularly for blocks of stamps. To do this simply increase the number in the quantity box highlighted. NB: for standard stamps this increase to the quantity is not reflected in the standard/collapsed view as it relates to the number of separate items listed, rather than the number of stamps.
- 10) Album(s): This is covered earlier within this guide.

NB: All the custom details (except images) will be available to download into a spreadsheet.

Unlisted stamps: adding your personal details as well as images

This is primarily used for stamps not covered within the Stanley Gibbons Stamps of the World catalogue, although some collectors use the custom number part of the standard stamps area to do this (mentioned on the previous page). The main difference to adding personal details to a standard stamp is that unlisted stamps are listed separately, at the beginning of each country, and the information is displayed in a different way.

Click on the Add Unlisted Stamp tab near the top.

You will see the screen below. The only addition to the standard stamp expanded view is that there is a country field and a condition (mint/used) field. For the 10 custom options please see earlier within this guide.

Stamp details had been added below for a stamp from India used in Aden. This stamp is not included in Stamps of the World, hence adding it as an unlisted stamp.

Once saved this is how it shows in the standard/collapsed view with details from 5 of the fields showing the custom information.

See below for the detailed/expanded view by clicking the on the right. All the details are shown.

NB: To find this stamp by the catalogue number (in this instance Z36), use the keyword search, not the standard SG number search.

See our next guide: (4) Summary and exporting/downloading details.