

PSD

Software for collectors

Mac and PC





Users Manual

Preface

PSD is an abbreviation for Philea Stamp Database. The program was developed by AB Philea and is available in both English and Swedish versions.

The program is supplied on CD-rom in both English and Swedish versions, and can be used immediately with either a PC or a Macintosh.

The program is more or less identical whatever the platform used.

Originally the program is in English, but you may choose between two additional languages when installed ñ Swedish or German.

We do recommend that you, after installing, read through this manual in front of the computer. Trying out the different possibilities right away while reading about them will give you a

quick start and may also give you an overall idea of the parts of the PSD you want or need to use.

There are in this version two user's levels: Advanced and Ordinary.

AB Philea will continue to develop the PSD. After using the program for a while, you will perhaps have some ideas on how to make it even better. If so, please feel free to give us your comments and we will be happy to consider them in our development work.

This version: 2003

The next version of the PSD is expected to be released in the beginning of 2004.

Stockholm mars 5, 2003

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AB Philea

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1 Installation

Click on the folder "Svensk" if you would like to install the Swedish version, or the folder "English" if you prefer the English version.

In each language folder there is a PSDatabase folder.

Mac

Copy the entire folder to your hard disk drive, you can place the folder wherever you like.

The folder contains the following files:

- PSD - This is an executive file. It is to be used when you want to activate the program.
- Country - This is also an executive file. It works under PSD.
- Values - Help file containing prices for items bought through AB Philea.
- Help - Largely contains the entire manual.
- List - Contains for example the directories you make as options.

PC

Click on Setup.exe

Follow the instructions and PSD will be installed where you like it on your hard disk drive.

The PC-version contains some other help files apart from the ones listed above for Mac. These files do not need changing.

PSD will after the installation be found in Windows Start menu under "Philea".

The PC version contains some other auxiliary files that do not need changing.



2. Presentation

2.1 General Information

Do you usually scribble down on a piece of paper what items are missing in your collection and then make photocopies of this paper to distribute amongst collector-friends? And do you soon find that these scribbling are no longer up-to-date? Or do you perhaps make notes directly in the catalogue and then rewrite them every time you buy an up-to-date catalogue?

Well, these are not uncommon habits. There is a great need to register what you have and what you have not yet got. But time has come to forget about these rather obsolete methods ñ if you have a computer, the **PSD** is the perfect solution for you.

A computer can be helpful when you would like to bring order into a large array of things and items, for instance stamps. PSD were originally developed to that end, but from version 2001 you can use it for all kinds of things that you need to keep catalogued, for example coins, books, antiques, postcards and letters.

For the continuation of this manual it will largely be aimed towards stamp collectors, but it could beneficially be read by others.

You are able to use the **PSD** whatever catalogue you may use. Almost all facts and figures are possible to change accordingly to your liking and need ñ for instance catalogue numbers and descriptions. It is possible to create want-lists, price-lists, insurance-lists, keep a good grip of qualities and place of storage. It is also easy to make summaries of catalogue Values, total value and much more.

All changes within your collection ought to be registered in the PSD. It is therefore a good idea to make a short lists of changes on a piece of paper for a period of time, before registering them in the database. This will most certainly prove to be more efficient than to register them in the computer one at a time.

The PSD is originally developed in FileMaker. We have chosen to keep a lot of the FileMaker-functions for several reasons:

- FileMaker is one of the most user-friendly database programs on the market today.
- Those customers who already have or know how to use FileMaker will recognise a lot and thereby find the PSD easier to handle.
- FileMaker is a very flexible program.

You don't need FileMaker to run the program, but if you already have it there is a problem with this version of PSD. You can not run it under FileMaker version 5. PSD works well with FileMaker 4. We recommend that you have both versions installed on the computer, and run PSD with FileMaker 4.

2.2 Database Records

Every stamp or set that you wish to register in the PSD be a database record. If you wish to register a similar stamp, but perhaps used instead of mint, you will need to create a new record for this.

If you are the owner of a large collection, including perhaps used, mint and FDCs as well as covers, you will end up with many thousands of records in the PSD. But not to worry ñ the only limit to how many records you may create is the capacity of your hard drive.

Upon delivery there are a few records in the PSD, just so that you will be able to get a grip on the functions of the database. They form part of the shell provided for you to register your collection from scratch.

You might find it practical to order pre-registered records from Philea AB. This will surely save you some time. AB Philea has an almost complete register of some countries, and quite a good coverage of others. Many countries are not yet covered more than partially, but you will find most countries and thematic areas represented.

Please note that it might be a good idea to order records even from an area that is not fully covered. The pre-registered records will give you a good start, and you will not have to register them yourself. It is also easy to duplicate them, which will actually help you create new records.

Read more about this in chapter 13.

2.3 Flexibility

Every philatelist has his or her way of organising the collection, and therefore the flexibility demands on a computer program are large. AB Philea has made large efforts to make the PSD one of the most flexible programs on the market.

Some examples: You may add, remove and copy database records. You can select language, stamp catalogue and currency for valuation of the collection.

If you are not satisfied with the predefined catalogue selection, you may add or remove some of them. If the exchange rate of your currency to the US\$ changes, you can reflect this in the PSD.

You may change quality classifications, price list texts, want lists and many more things. You can change the field labels. A typical stamp layout can thus be transformed into a coin layout or a layout for antiques.

You may query (search for records that match certain criteria) the database and sort records according to your preferences.

Some things are not changeable, such as:

- The programming of the software
- Layouts
- Passwords
- Search order for buttons

NOTE! Flexibility means freedom. It also means that you may destroy a lot of what you have created if you do not watch out. **We strongly recommend that you make backup copies often**, for instance by using the *Save a copy* option in the File menu. Read also the 3.11 section, about backing up the database.

3 Basic Functions

In this chapter the database concept is explained and some basic functions of the PSD are presented. The chapter may be ignored fully or partly by the more experienced user.

3.1 Database

A database is like a telephone directory. Every line with name, address and telephone number is a *record*. In each records there are different pieces of information, like given name, surname, occupation, area code and telephone number. Every such piece of information is called a *field*. If there are, for instance, 10 different fields in a database, each record will consist of 10 fields.

Fields may be of different types:

- Names and addresses are alphanumerical fields, i.e. text fields.
- Age and year are numerical fields, i.e. fields only containing numbers.
- Birthday is a date field.
- Mathematical calculations and concatenations are calculation fields.

Calculation fields are not changeable, as opposed to the other field types.

A database normally contains a large number of records, laying one after another like in a rolodex. In a telephone directory you can see one page at a time with a lot of records. Such a page is comparable to a database *layout*. The same database records may be viewed in more than one layout, if the system design allows it.

To find the right database record may be somewhat hard if the layout only presents one record at a time like normally in the PSD. You need to know what to look for and then you may *query* the database for the record/records you want to work with. You may:

- Browse through the records from one to the other, back and forth.
- Create search criteria in one or more fields by using the query function.

Once you found the records you want to work with, you may want to *sort* them in a preferred order. You may sort the database in nearly any way. (See the search function below.)

A database may be linked, or related, to other databases. The PSD is a database with stamp records, which is related to two other databases *Countries* and *Values*.

Countries contains a lot of information about the stamp areas of the world. If you enter that a stamp is from Gibraltar in the PSD, several pieces of information regarding Gibraltar is fetched from Countries; like area of interest (England), continent and years of issue. This

function enables e.g. the search for all PSD records belonging to British Colonies. Hence, you do not need to register this information yourself; it is automatically provided when you enter the country.

A PSD record normally represents a complete set of stamps. However, the record may just as well represent a single stamp, a souvenir sheet, a FDC or a cover. You decide what the records should represent.

3.2 Frame

For all parts and layouts in the program, there is a common frame. On the top are the pull down menus with all the functions. See also appendix C, menu selection.

To the right you find the vertical scrollbar. If this field is grey, there is more space up or down than is shown on the screen. If the small white square is found at the top, the screen displays the top content of the document. You may change position up or down by marking the square and dragging it in the desired direction. At the bottom of the document you find the horizontal scrollbar with the same function but in the horizontal direction.

At the bottom left there is the option of magnifying or shrinking the document display. The normal setting is 100%, but by clicking on the first icon to the right of 100, the display is made 25 percentage units smaller, and 25% is the smallest size available. If, instead, the icon further to the right is clicked, the size is made 25 percentage units larger. The largest size is 400%.

To the right of the size icons, there is a small button which creates a new surface to the left on the screen. On the top there is a selectable list of all the layouts (you may go from one to another by using the mouse) and the *calendar* which you may use to browse through the records (if you have many open records you are better off using the small stick to the right of the calendar, to drag up or down).

Below the calendar there is a number representing the order number the current (displayed) record has in the prevailing record order. You may overwrite this number with a new one, and that record will be the one displayed. You will also find the number of records in the register and the number of currently open records close to the record order number. This information is also available in the bottom right of the database layout. See below.

In addition, it is stated if the database is sorted or not sorted at this time.

If you click again on the button the extra space disappears. You can retract it at any time.

To the right of the calendar button there is the *mode choice*. PSD can work in three different modes:

- Edit mode
- Search mode
- Examination mode

The extra surface is somewhat changed in Search mode. In addition of the Calendar there is an Omit box which is used when some records are to be excluded in queries. There is

also a Symbol button which is used when you want to put in operators in queries, and a Find button for performing a query (Find).

Normally, you are in the edit mode. If you click on the mode choice, you get a small menu and you may select another mode. You may also select mode in the *Records menu* or use the Ctrl-key (Mac: Apple key) in combination with a letter.

You work in edit mode when you edit your records, enter new records etc. The search mode is used when you want to query the database. The examine mode is used when you want to see how a printout will look before you get it on paper.

3.3 Query Function

PSD supports complicated database queries. This is done by changing to the search mode, instead of the edit mode normally used. Changing to search mode can be effected in several ways:

- Choose *Find* in the box on the bottom of the screen. Here you may always change mode.
- Choose *Find* in the Mode pull down menu.
- Press Ctrl+s (Mac: Apple + s).
- Press the *search button* in the database layout. This is a simple option for the inexperienced user.

When you are in search mode, all fields are blank and you are to enter search criteria in one or more fields. It is also possible to make more than one search record, which is usable when you, for instance, want to find all English and German stamps. This function is also valuable when you want to exclude some records from a search, e.g. to find all English stamps but not the postage due stamps.

When the search criteria have been specified, it is time to query the database accordingly. Simply press Enter and the program searches for all matching records. If there are, for instance, 400 records in your database, the search you made found, let's say, 25 records. These 25 records are then said to be open while the remaining 375 are hidden.

You can now browse through these open records, and you can also hide some of them if you want.

Browsing through records can be done in different ways:

- By using arrow buttons in the bottom right of the database layout (see picture). The arrow to the left takes you to the first record, the second button takes you to the previous record, the third one goes to the next one and the last button takes you to the last record.
- Press Ctrl+arrow up or down to browse back and forth.
- Use the browsing pad. This is hidden and exists to facilitate for more experienced FileMaker users. To make use of it, click on the small symbol in the bottom section, beside the size symbols. A grey surface appears to the left with (among other things) a browsing pad. Click on the pages, back and forth. (An advantage with the

browsing pad is that you can enter the exact order number of the record you want to see. This is done directly under the pad.)

3.4 Query Conditions

If you want to find all English records in PSD, first enter into search mode. Then:

- Write *England* (*Engl* is enough) in the country field.
- Press enter.

It is no problem to add other conditions. Assuming you want to find only the mint never hinged records from England:

- Write *England* (*Engl* is enough) in the country field.
- Write *Mint NH* or the abbreviation you have selected for mint never hinged in the status field.
- Press Enter.

Only the English, mint never hinged records, are found. You can add any number of conditions.

Should you also want to find records from e.g. another area, you need to use more than one search record. Lets say you want to add the search for all the Swedish records to the query above.

- Write *England* (*Engl* is enough) in the country field.
- Write *Mint NH* or the abbreviation you have selected for mint never hinged in the status field.

This was the first search record. You are still in search mode. Now you need to create another search record:

- Choose *New Request* in the Mode menu, or press Ctrl+N (PC) / Apple+N (Mac).
- Write *Sweden* in the country field.

Now you have two search records. You can have almost any number of search records.

- Press enter.

The program finds all mint never hinged English records, and all Swedish records.

3.5 Changing Query Records

Sometimes it is necessary or practical to recover the search record / search records made at the previous database query, change it and search again. This is done in one of the following ways:

- Choose *Modify Last Find* in the *Select menu*.
- Press Ctrl-I

The query made last time is shown, with one or more records. If you have to access a record other than the one shown, just browse through them in the same way as for ordinary records.

Edit the search record / records and make a new query by pressing Enter.

3.6 Query Operators

When you want to find one or more records, you often need to use a number of operators to limit and specify what you search for. If you, for instance, want to find all records between 1895 and 1920, you will need to write 1895..1920 in the year field.

The two dots are an operator. Below you find a number of useful operators:

<u>To find</u>	<u>Operator</u>	<u>Write</u>
Values below 40	<	<40
Values less than or equal to 40	<=	<=40
Values greater than 40	>	>40
Values greater than or equal to 40	>=	>=40
Exactly like <i>England</i>	=	=England
Empty field	=	=
Values between 30 and 50	..	30..50 in a numerical field
Duplicates (All records with same value for specific field)	!	! in arbitrary field
Today's date	//	//
Illegal dates or results	?	? in arbitrary field
Unknown character before <i>on</i>	@	@on
An unknown number of characters between j and n	*	j*n

<u>You want to find in a text field</u>	<u>Write</u>
Words beginning with R	R
Words beginning with Engl	Engl
An exactly similar word, e.g. Engl	=Engl
Words varying with one or more characters	Wildcard sign @ for each unknown character
Words varying with more than one character	Wildcard sign * for all unknown characters

<u>Other things to find, or not to find</u>	<u>Do this</u>
All records in the register	Choose <i>Select all</i> in the <i>Select menu</i> or press Ctrl-K in edit mode.

Exclude a record you found in a search

Get the record you want to exclude and choose exclude in the Select menu.

Exclude a group of records

Get the first record to exclude and choose the Omit Multiple option in the Select menu. Write the number of records to exclude in the dialog box and press the exclude button. Choose *Find Omitted* in the Select menu

Change a found group of records for the excluded group

Find some records and exclude others (e.g. all English stamps but not postage dues)

Write the find conditions in one search record.
In a new search record you write the search conditions and thereafter click the exclude box in the search window.
It is important that you first search the entire group in the first record and make the exclusion in the second.

3.7 Sorting Records

Usually you want to sort the records you work with in a certain order.

PSD only sorts open records.

You can sort in a complicated and personal way even if the SORT-buttons are to be used for the most common sorting methods.

The buttons *Sort* sorts all open records in a normal way (pre-programmed sorting), but you are also able to sort the records in any specific way you want, if you activate the sorting function like this:

1. You have to be in edit mode
2. Press the buttons *Sort* in the data base layout or
Press Ctrl+N (PC) or Command +N (Mac)

In the square to the left you can find all fields, and you move the fields you want to sort into the square to the right.

If you first want to sort by country then you mark the field *country* and use the button Move to the right (or double-click)

After that you can decide if the sorting should be in increasing or decreasing order. Usually you want to begin with A and therefore you choose *Ascending order*.

If you wish to have the second sort by year - double-click on *Year*.

You can add many sorting criteria. Once you are done, press the sort button or Enter.

There are some other choices in the dialog box:

Clear All - removes all fields chosen for sorting.

Clear - removes a selected field from the sorting order.

Unsort - goes back to edit mode without sorting.

Done - gets you back to edit mode.

Since there are many fields to select from, you may want to refer to the field list in Appendix B.

PSD always remember the first sorting order. If you want to make a new sorting after some time and you reactivate the sorting function, the sorting order you used the last time will reappear. If you want the same sorting criteria to apply again, simply press the sort button in the sort dialog box, or press "Enter".

3.8 Create New Records

PSD gives you the opportunity to create new database records. There is no limit as to how many records you can create - except the size of your hard drive.

If you have thousands of records, it is good to have a fast processor. To create new records, proceed as follows:

1. You must be in edit mode.
2. Choose *Duplicate record* at the Mode menu or Press Ctrl+N (PC) or Apple +N (Mac)

A new record will be created, without any data.

3.9 Duplicate Records

Instead of creating a new record it is practical to copy an existing record. You can use most of the information in a record and just make a small change.

To create duplicate records you proceed as follows:

1. You must be in edit mode.
2. Mark the record you want to duplicate.
3. Choose *Duplicate record* at the *Mode menu* or Press Ctrl+D (PC) or Command +D (Mac)

A copy of the chosen record has been created. The new record contains exactly the same information as the one you copied from.

3.10 Remove Records

Some records in your database sooner or later prove to be incorrect and have to be deleted.

You must have a good backup since when you have deleted a record, it is gone and unrecoverable.

To delete a record:

1. You must be in edit mode
2. Activate the record you want to delete.
3. Choose *Delete record* at the *Mode menu* or Press Ctrl+R (PC) or Command +R (Mac)

To delete more than one record, you proceed as follows:

1. You must be in edit mode and activate the right records.
2. Choose *Delete all* at the *Mode*

You will get a warning to assure that you really want to delete the records !

3.11 Backing Up the Database

In the menu Archive you can find the command *Save a copy As*. This routine gives you the option to quickly and simply save a copy.

The program suggests a name to you, which you may change. **We recommend, however, that you keep the suggested name.**

You will choose where to save the file and also choose if you want:

- An identical copy of your register
- A Compressed copy or

PSD creates new files which you can place where you want. These copies can later replace an original file if necessary. It is **important** to keep the filenames intact in the PSD-catalogue. The following routine can be followed:

- Make a copy as shown above – the file *PSD Copy.usr* will be created
- Place the file in the same catalogue as the other PSD files
- Exit PSD
- Move PSD.usr to another catalogue, and rename it to whatever
- Rename *PSD Copy.usr* to
- Start PSD
- Check if everything is OK

Delete the original PSD.usr, the one you moved.

Please backup often. PSD is so flexible and it is easy to remove records or in other ways destroy information.

3.12 Printing

PSD contains many built-in functions for printout. There is also a general option to print records from all layouts in the program. If you want to print out a certain layout you must remember that the program by default prints out ALL open records, even if the screen just shows one record.

You can choose, however, to print out just one record or you can just print out page 1-1 at the print out menu (see below)

To activate the printout function you choose *Print out* at the *file menu* or press Ctrl+P (PC) or Apple +P (Mac).

In the upcoming square you can choose what you want to print, i.e.:

- Number of copies
- The records you want to print out (All open records or only the actual (shown) record.)
- Printer to be used.
- Orientation, e.g. portrait or landscape
- If you wish to the print out to a file
- Content (All pages or a range of pages)

When all adjustments are made - press the print out button or press Enter.

3.13 Activating Fields

The simplest way to activate fields is to just click with the mouse. The marker blinks and it's ready for registration.

When you have lots of information to register you can make use of the Tab-button.

Certain fields are prepared for direct marking - the content is marked if you mark the field. In that way you will replace the text with new text if you write something. If you want to change just a letter or add something in the text you just click once where you want to change.

3.14 Replacing Data

When you want to change the same information in many records you can use the replacing function. The function is best explained by an example:

If you want to replace *Engeland* , which is spelled wrong in 30 records out of 540, to *England*).

1. Find all wrong records - find *Engeland* in the field Country
2. Mark *Engeland* by clicking twice

3. Edit the text by taking away the wrong letter e
4. Choose *Replace* in the Mode menu or press Ctrl+E (PC) or Apple+E (Mac)
5. Press the Replace button if you are sure you want to make the replacement.

The dialog box also enables replacement of serial numbers and calculated results.

3.15 Importing Data

You can import data to PSD. This can be data bought from AB Philea or records you have created in other programs. To import records you:

1. Choose *Import/Export* in the file menu.
2. Choose Import records
3. Choose the file you want to import from
4. Now you can see the field order for import
5. Pair together fields by choosing *Matching names* in the list up to the right
6. You can also pair together the different fields by dragging them with the mouse.
This may be required if you have different names for fields in the databases you work with.
7. Choose *Match fields* in the next dialogue box.
8. Press *Import*

NB! If you do not use the "match field" option, there is a large risk of the import being made incorrectly.

All new records will now be imported to PSD. These new records will then be open, and the others will be hidden. If something went wrong with the import, it is easy to erase the new records and then import again.

3.16 Other Functions

Please refer to appendix B where we go through the menu-choices of the program in the order they appear on the screen. There are some functions, e.g. spell checking, which have not been discussed in this manual. If you already have FileMaker in your system, you will be able to use even more functions.

4 The Menu

When you activate PSD, this is where you start. You can reach all parts of PSD from this menu and you will find a little button *Menu* in every other section of PSD, i.e. you can always get back to this menu section.

The following alternatives (buttons) exist:



Use this to get to the layout where you can handle the database (see part 6 - Handle the Database)

Settings

Before you start working with PSD you should make some settings. Some of them are already done depending upon the version of the program you have bought. You can change all settings when you want. (See part 5 - Settings)

Write a Want List

If you want to print out a want list it is easy to press this button. PSD will sort and print out all records (philatelic items) that you have marked as not owned by you. You don't have to use the database layout. (See also chapter 7 - Want List).

If you want to limit the number of records in the database that should be part of the want list you have to make a selection in the Handle the Database section in the advanced level (by making a search) and in this section use the limited Want list option. (More about this in section 6.8)

Write a Price List

If you want to print out a price list it is easy just to press this button. PSD will sort and print out all records in the database according to the preferences you declared in Settings.

First you have to decide what type of pricelist you want to use. In PSD there are two different types to choose between:

1. Pricelist for a single country. Here you get the country name in the top of the list.
2. Pricelist for many countries.

(See also chapter 8 - Price List)

Write an Insurance List

If you want to print an insurance list - press this button. PSD will sort and print all records that you have registered. (See chapter 9- Insurance List)

Currencies

PSD contains a number of currencies which are compared against the US\$ (American dollar). When you buy the program, most of the exchange rates are pre-set. When there is a major change in the value of your or any of the other currencies against the USD you may want to change the pre-set value's. (See part 10 - Currencies)

Total Value

This function gives you the total value for all the philatelic items in your database and give you a report on one page. If you have many records it will take some time. (See part 11 - Total Value).

Country Database

Beside the PSD there is a little database called *Country*. This button opens Country and you can go back to PSD when you want. You can also open it separately and you may edit records in this database too. (More information in chapter 12.)

5 Settings

Before you start working with PSD you should make some settings. These control a number of calculations and tasks you need to customise your database - choosing your language, currency and other things.

All yellow fields in the settings section are editable. We go through them in the same order as they appear in the program.

5.1 Select Language

PSD is delivered either with English or Swedish as the basic language. This means that the menu, buttons etc. are in the basic language.

If you prefer to change the language in the program you can choose between English, Swedish or German. This does not change all menus and dialogue squares, but all buttons, names and designations.

If you have bought a Swedish version and choose Swedish here, your program will work in Swedish only, with very few exceptions.

5.2 Name and Address

Here you can enter your name and address . You have three lines for the address.

This information will be used on your list and reports. If you want to change information in different reports you have to change here before you print them.

5.3 Naming Your Collections

You use this if you want to name two different parts of your collection. It can be the "Collection" for the first part and the "Duplicates" as the other part. These part names are already prepared in the settings but they may be changed by you.

5.4 Currency

Choose the currency you would like to use for price quotations and valuation. PSD automatically converts to the currency of your choice. There are a number of currencies to choose from when you start using the program, and you may also register one or more new currencies that are not in the list. If you press the circular button on the side, you may register a new currency immediately. The currency will be entered in the "List" auxiliary file. You may also use this function to remove redundant currencies.

(See section 10 - Currencies)

If you, for instance, bought an English PSD version, live in the Netherlands and use the Michel Catalogue, you might want to chose EUR as your currency (and Michel as your catalogue when you handle the database-see more in chapter 6.)

5.5 Price Level

Use this if you would like to use the Price list system. The level is the percentage of catalogue value in your currency. If you leave this field empty no calculation will be done.

When you enter a figure (between 0 and 1, i.e. 0.4 for 40%) PSD will calculate : Catalogue value x Price level = auto price, where auto price is the price that will be shown in your price lists. (See part 8 - Price List)

5.6 Stock Level

Set this if you would like to use the stock level system together with the price list system. This level is the lowest number of stamps in stock you need to have for a listing in the price list. For this reason, the stock level controls what records are printed in the price list.

If you don't intend to use the price list system you can skip this. (See part 6 - Handling the Database)

All records where you have registered an inventory equal to or greater than the stock level will appear in the price list.

For instance: The stock level is 2 and you have one copy of a stamp in your collection. This item is not included in the price list. However, maybe you also have one copy of this item in your duplicate collection that is also registered in the database. Then the record is displayed in the price list.

If required, you may register a higher stock level than the set general level for individual items. More about this in chapter 6.

5.7 Rounding

Use this if you want prices etc rounded to either integer amounts or two decimals in the whole system. If you work with a currency with a high unit value such as GBP or USD, the latter choice is the best, while the first one may be best for e.g. ITL or ESP.

5.8 Price List Text

Here you can set the content of the first page in the Price list. . The space you can use in the price list is exactly as large as this box.

5.9 Want List Text

Here you can set the content of the first page in the Want list. The space you can use in the want list is exactly as large as this box.

5.10 Buying Percentage

Set this percentage if you would like to have buying prices in the want list. This will be a percentage of the catalogue value. (number between 0 and 1, e.g. 0.4 for 40%). If you don't intend to use the buying percentage system you can skip this.

5.11 Insurance Percentage

Set this if you would like to use the insurance list. This level is a percentage of the catalogue value (number between 0 and 1, e.g. 0.4 for 40%). The pre-set value is 75 %.

5.12 Quality Codes

PSD has its own quality norm. This is due to the fact that norms for quality (for philately for instance) differ all over the world - there are no international quality norms.

There are six different quality steps for three different types of quality, pre-programmed for philately:

1. Quality and perforation
2. Centring
3. Gum (for unused stamps) or cancellation (for used stamps)

This can easily be altered if you use PSD for coins for example.

The quality steps are 0, 1, 2, 3, 4 and 5 where you decide what they should mean and what level is the best and the worst, and in this setting you name the codes, so that they appear in the database layout and in your reports.

Example of quality designations in the setting:

- 0 = Poor
- 1 = Good
- 2 = Fine
- 3 = Very fine
- 4 = Excellent
- 5 = Outstanding

If you do not want to use the PSD quality system you may use the object info field in the database layout. (More information in the next chapter)

When you have made all these settings you are ready to start working with the database.

5.13 Decide user level

There are two levels in this version:

- Advanced
- Ordinary

The advanced level contains all fields and functions in one and the same layout for handling the database.

The ordinary level contains only the necessary fields and functions. The “advanced” ones are taken away from the layout. This makes the work a bit more easy.

Press the button that suite you.

There are no problems to change level now and then if you for example want to work with the price list fields.

5.15 Decide normal denominations stamps, coins and antiques.

You have the opportunity in PSD not only to change the contents of a field, but also to change the field label. PSD is therefore adjustable and applicable to almost all things or any objective.

At the bottom of adjustments there are three buttons: “Normal stamps”, “Normal coins” and “Normal antiques”. This gives you the opportunity to get our settings for a number of field labels. If you later desire to change these, it is easy. (Read about it in section 6.10, to change field labels.

5.16 Update prices

This is only applicable for stamps.

If you imported records from AB Philea, you should activate this function. You could choose between two different kinds of imports: “Update” or “New”.

Update will erase all old price values and replace them with the ones you want to import. This is advisable when you update from one year to another.

NEW means that the imported price values is added with the old ones. Applicable if you purchase an area that you recently haven't got. The file you need is called Prices.fp3. You may have got it via a disc or the internet

The computer automatically searches for the file in the disc unit a: If not there you have to “search” for it via the search option Open register. Mark the file and press “open”.

6 Handling the Database

This menu choice is the one you will use the most when you work with the PSD. In the Handle the Database layout you will register all data about philatelic objects whether you have them in your collection or not.

6.1 About the Database Layout

This layout contains in addition to the program frame following :

- Buttons
- General information
- Detailed information
- Chose squares, price information and turn over buttons

The buttons gives you access to all part parts of the program and other important functions.

General information is available in the big blue square. Here are all general fields for a certain object even if you have more than one object of the same item.

Detail information is the grey square. Here are fields for unique information for each object. You can have two objects with the same general information but different detail information (for example one cancelled and one mint series of stamps). If you get a FDC you can make a record by copying one of the records and change to *FDC*.

6.2 Fields

All fields that you find in the layouts are introduced below. White and yellow fields can be edited. White fields are, in general, fields that are filled with data when you buy records from AB Philea. Yellow fields are, in general, fields you will enter data into yourself.

Field labels below are those we decided as standard for stamps.

Field names (You need to know these in order to manually sort, export etc) Within brackets.

Country

Here the stamp area - usually the country - is registered. Stamp area is a term which includes current as well as former stamp releasing areas.

For instance:

- Jersey is a stamp area belonging to Great Britain.
- Bavaria is a stamp area, although no Bavarian stamps are currently issued..
- Finland is a stamp area.

In the auxiliary database *Country* there are 730 different stamp areas. Some functions in PSD are activated if the stamp area entered in the Country field exists in the Country database.

If you are not satisfied with the information in *Country* you can edit in that database as well. See part 11 - *Stamp Areas of the World*.

The small grey field above "Country" tells you the country code. This is fetched from the "Country" auxiliary file and consists of two parts:

The international two-letter code for a nation, and the PSD suffix for every stamp area that belongs to the nation.


Part

Here you can register a sub-area to a stamp area if necessary. It could be an occupied area or local record.

For instance:

German record offices in China is a sub-area to Germany and should be registered in the Part .

Type of Object

This field contains a list from which you may make a choice. You may change the list so that the content suits your need by pressing the small button  to the right.

There are a number of options. If you register a quite "normal" stamp, e.g. a stamp that is not postage due, official, souvenir sheet etc, you do not have to register anything in this field.

PSD's built-in sorting function uses the content of this field. Items of the same type should be registered similarly here for the sorting to be correct.

Year

Numerical field for the publishing year. If you catalogue has a publishing year interval (e.g. 1945-48) for an issue, you must choose a single year, e.g. 1945.

M(Month)

Numerical field for the publishing month.

D(Day)

Numerical field for the publishing day.

Catalogue

This is a list field. You may choose from the major stamp catalogues in the world. You also have the option of adding or removing catalogues by means of the small function button to the right of the field.

Denom

This is a list field that you may change. PSD has a few built-in options.

For instance:

- SET - Complete set of stamps
- Souvenir sheets
- Booklets
- FDC

No (Souvenir sheet no, Souvenir sheet no 2)

These two fields can be used for souvenir sheets numbers – if any. These are given through the Philea data records system (if you buy data records) – the sheets are numbered in chronological order:

If a record contains the souvenir sheets 18-20, the field *Denom* contains **Souvenir sheet**.

The field *Souvenir sheet no* contains **18**

The field *Souvenir sheet no 2* contains **-20**

Name of the set

Alphanumerical field for the registration of the name of the set, part of the description of the item.

Info

Here you enter information required to fully identify the item. We recommend that you enter the information in the same way as is done for records available from AB Philea:

Block Only enter souvenir sheet number. The word “block” can be entered in the denim field.

Colour Only required if necessary to fully identify the item. Often the set and denomination is enough to distinguish the item from other items.

Perforation Only required if necessary to distinguish the stamp from other stamps.

The field is alphanumerical and is part of the description of the record (look at the bottom of the screen).

No. in set

If the record represents a number of stamps, e.g. a complete set, you can register the number of stamps in the set here. The field is numerical and is part of the description of the record.

Cat. Value

Here you enter the current catalogue value in the catalogue's currency according to the catalogue you have decided to use. The catalogue value in your own currency, if different, is shown in the bottom of the general information section. The field is numerical.

If you have imported records from AB Philea, you will find a catalogue value even if the field *Cat. Value* is empty. This is the price AB Philea charges for each record, given in the currency you have chosen in Settings. If you put a value in the *Cat.value* field however, this will be the value that PSD uses.

Topic

This field is used for defining the thematic area represented by the stamp or set (such as fishes, birds or famous people). It is a pure text field where you may register anything. It is a list field, with the same possibilities to make changes that is present in, for instance, the catalogue field.

Catalogue Number Fields

In these fields the catalogue number of the current item is to be registered. To facilitate sorting and searching, the catalogue number fields are a threesome of the following fields:

Prefix Alphanumeric field that sometimes precedes the catalogue number itself.
This field can also be used for distinction of the item e.g. Booklet 23 could be called *SB23*.

No. 1 Numerical field representing the order number of the item, this field is the one best suited for searching.

No. 2 Alphanumeric field for the last part of a catalogue number when applicable.

For Example: The catalogue number for a set is A1215-16, then:

"A" is the prefix.	Alphanumeric
"1215" is No. 1	Numerical
"-16" is No. 2	Alphanumeric

At first this threesome seems like one field but if you click in the field all the three different parts appear and it is possible to edit all three fields. All three fields are part of the description of the item.

No. Printed

Numerical field to note the issue size for an item. The records obtainable from AB Philea sometimes contain this information.

Picture

You can import a picture to the square to the right if you want. To do this, press the small **IMPORT** button above the No. printed field. The function creates a link to the picture; hence you may store the picture at any location in your computer system.

We do recommend, though, that you place all pictures in a folder named "Pictures" that you place in the same folder/library as the PSD. The reason for this is that it is practical to have all PSD related pictures in one place.

Condition

Here you can enter the status of the philatelic item, such as mint, Used, FDC etc. It is a list field that you may change.

Upon delivery of the PSD a number of options are already given.

Number owned

Here you register the number of copies you have of a record. If you have three types of collections (compare with section 5.3.), you may enter three quantities.

Every time you change the number, you may enter the new number directly in the field, or use the small up-and-down arrows to increase or decrease the number by one.

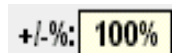
Placement

Alphanumeric field where you may enter the location of the item. There are two fields for this, one for each collection. (If you have only one collection, just use one field.)

Object info

Unlimited alphanumeric field for the description of the object. This could be used if you have a stamp with a special cancellation or you have a cover that needs a long description. It may also be a long description of the quality.

NB! All that you write here will be part of the description of the item. If you write a lot here for many of your records, your lists will be very long.



This numerical field affects the valuation of the actual item.

Normally, the value is 100% (of catalogue value), but if you, for instance, think that the value should be less because the stamp is damaged or you believe the catalogue valuation is too far above market value, you may enter maybe 50% (enter 0.5).

Article number

This field is mainly to be used by dealers that intend to use such numbers in price lists.

Purchase date

Here you can write your purchase date.

Purchase sum

Numeric field for how much you bought it for.

Quality 0-5

PSD has its own quality norm (See part 5.12).

The three code fields are so called "Radio buttons". 0 1 2 3 4 5

You may yourself choose the meaning of the different levels, as described in chapter 5.12.

If the PSD quality system does not suit your needs, you may use the Object Info field to enter quality information, as you may write anything there.

If you enter a quality choice this will be reflected in the description of the lot. If you, for instance, enter quality levels 3, 4 and 4 the end of the lot description will be "Quality 3-4-4".

In your reports from PSD you will see the quality label you entered in adjustments. If you'd like to change the standard headings, for instance remove them. It is easy. You can read about it in section 6.10. Field label changes.

You can exclude the quality choices from the description by pressing the "No Quality showed" button at the bottom of the square "Quality 0-5".

6.3 Excluding Records

Below the Listed information section there is a function that can be used if you want to exclude some records from the normal selection of records for want- and price lists.

Want list

Normally, all records where the Number Owned is equal to zero will be shown on the want list, see chapter 7. This can be suppressed by marking "Not to be listed in the want list".

Not to be listed in the want list It is quite possible that you may exclude records from the want list even if you do not have any ownership registered, e.g. very expensive items you simply do not feel you can afford in the near future.

Price list

A similar function as for want list is available in the same part of the database layout.

Not to be listed in the price-list Normally all records will be shown in the price list if the number of items owned is greater than or equal to the stock level. (See settings part 6.)

Example:

- The stock level for all records set by settings in your system is 2.
- For a particular item you have 3 copies.

- You still do not want this item in the price list.
- You do not want to change the overall stock level, since it should apply for all other records.

You have two options:

1. Click “Not to be listed in the price list”
2. Change the stock level for this item to 4 or whatever correct number above 4.

The first options results in the item is excluded from the price list regardless of the number of copies you have, The second option means that you enter an individual stock level for this record only.

Individual Stock Level

To the right of the general stock level is this yellow, editable field. It is a numerical field that controls the PSD selection system for price lists.

General Stock Level

The field is white and is normally edited in Settings but it can also be edited from the database layout, but **please note that any change you make here will apply for the entire PSD system!**

6.4 Price Quotations

Below the Listed object Information section there are some fields that concerns prices. To be able to use this you must set a price level in the Settings (see section 5.5).

Autoprice

This field shows an automatically computed price according to the formula: Autoprice = Catalogue Value x Price Level. The price is shown in the currency you have chosen in settings and the field is numerical and unchangeable.

+/-

Sometimes you do not want to use the general price level, but you do not want to change it since this change would affect all records in your PSD system. Therefore, you may use this field to set a new percentage value, an individual price level, that will be used in the computation of the autoprice. If you have put 50% as a general price level in settings earlier, and you register 40% for this record, the PSD will calculate the autoprice with the price level of 40% instead of 50%. 50% will, however, apply for all other records where no individual modification of the price level is made.

NB! Register integer amounts in this field, e.g. “40” for 40%.

+/-	%

Price adj.

If you need to adjust autoprice up or down in your currency you may register in this numerical field. If you have not registered a price level in Settings you may use this field to set a price for the current record.

Price

The field for the price you will get in your price list. It is numerical and unchangeable in itself. (You may, however, change it indirectly by changing the fields that were presented earlier that affects the price.)

6.5 Record Browsing

At the bottom right there are a number of buttons that you may use to browse between the records, In addition, there are three fields that give you position information about current record, number of open records and the total number of records.

Position Information

Total	4
Found	4
No.	1

This is best explained by the picture above

Total: There are 4 records in the database
 Found: There are 4 open records that you may browse through.
 No.: The activated record is the first in the current order.

Button  Go to first record
 Button  Go to last record
 Button  Go to the next record
 Button  Go to the previous record

Here you also find information about whether the database is sorted or not for the time being.

6.6 Special Motive

Under the menu button you can find a field containing Special Motive - numbers for records from AB Philea. This number can be used if you want to order the item (stamp) from AB Philea. AB Philea does not guarantee, though, to have the record in stock. See also chapter 13 - Special Motive.

6.7 Buttons

This is a small menu with direct access to all the important functions in the PSD.

Layouts

These buttons take you to the Settings, Summations and Currency Quotes.

- Settings** Moves you to Settings (See part 5 - Settings)
- Total** Moves you to Summations (See part 11 - Summations)
- List** Moves you to a page where all open records are shown.

Functions

- Sort** Performs the PSD's normal sorting routine
- Search** Puts PSD in search mode and you may enter your search criteria
- Country** Opens the help database Country (See part 12 - Stamp Areas of the World)

Reports

Limited Want List is a function unavailable from the Menu section. Here you may create a want list according to your particular criteria, e.g. if you want to make a want list for a limited part of your collection.





Do as follows: **Limited Want list**

- Press "Limited Want List"
- Enter search criteria
- Press OK.
- You are now able to look on the rapport on the screen and scroll up and down
- Decide if you like to print the report, and press the right button.

Limited Price List is a function unavailable from the Menu section. Here you may create a price list according to your particular criteria, e.g. if you want to make a price list for a limited part of your duplicate collection or stock.

Do as follows: **Limited Price list**

- Press "Limited Price List"
- Enter search criteria
- Press OK.
- You are now able to look on the rapport on the screen and scroll up and down
- Decide if you like to print the report, and press the right button.

	Print out a Total Want List - Same function as in the Menu section.
	Print out a Total Price List - Same function as in the Menu section.
	Print out an Insurance List - Same function as in the Menu section.
	Takes you to the Menu

6.8 Registering a New Record

To create a new record,

- Press "Ctrl +N (PC) or command + N (Mac)
- Choose "New Record" in the Mode pull down menu.

A new record, without any information has been created.

This part will show by an example how to register a new record.

You are up to register a stamp from England. It is One Penny Black 1840 with the catalogue No. 1b. The stamp has a nice London cancel, and the centring is fairly good. It has a small needle hole.

You use the Michel Catalogue, and the value for a used copy is 450 DM.

You should be in edit mode.

- 1 Create a new record as showed above.
- 2 Click on the dark blue field "Country", and write "England". If you spelled the word right, some information will appear in the light blue Part Square in the General Information part. You will find "Europe", "Now issuing area" and "1840-"
If you spell the word England wrongly, there will be no information at all in the Part square.
- 3 Press the Tab, and the cursor goes away to the next field: "Part". Here is no need for any information this time, so press Tab again.
- 4 The cursor has been moved to "catalogue". Your catalogue is Michel, and you find it directly in the list. Just click on "Michel", and go to the next field.
If you want to use another catalogue that is not in the list, this must be edited.
- 5 The field Year is activated. Write "1840". D(Day) is "6" and M(Month) is "5".
- 6 Go to the next field, it is the Set field where you is supposed to write the description for the set. Write "Queen Victoria".

- 7 Go to the next field, to the Denom field. You do not want to write "SET" as PSD now at first try with. Just click on the field again and Write "1 Penny".
8. Next field is the Info field. Here is the place for all information needed except the Denom to distinguish a stamp from other in the same set. There are several colour varieties, but you only write "black" here.
9. Next field is No. in set. No need for anything here.
10. Next field is Cat.value. You picked earlier the Michel catalogue, and PSD is now ready for a catalogue value in DM. Write "450".
11. Now it is time for the catalogue number from Michel. This field is divided into three pieces, first the Prefix field – jump this – then the No. 1 field – write "1" – and at last the No. 2 field – write "b".

The complete catalogue number is: 1b.

12. Next stop is the No. printed field. Write this if you have the figure.
13. If you have a picture of your stamp, press the IMPORT button now.
This was all the General Information fields, now it is time to fill in the Listed Object Information fields.
14. Next stop is the Condition field. This is a list file. Choose "used".
15. Next field is the first Number owned. Here you are supposed to write the number of copies you have. Write "1" here, the stamp will be a part of your collection.
16. Next field is the placement. Here you can write where your stamp is stored.
17. Jump over the fields for your duplicates. Go further to the Object info field. Write: "Nice London cancel, centring fairly good. It has a small needle hole."
18. Next stop is "+/- %". Here you will find 100% at the beginning. This is the normal figure. But this stamp has a needle hole reducing its value with 50%. So you have to write "0,5" here.

Look on the catalogue value – it is now half of the normal figure as it was before you typed in the "0,5".

19. Next stop is Purchase date.
20. Next stop is Purchase sum.
21. Now it is time for the quality codes. Use the mouse and tick the radio buttons.

Quality/perforation	2
Centring	3
Gum/cancellation	4

The description of the stamp is now OK. It is 21 steps, but it goes really fast when you get used to PSD. Most of the fields will be jumped over each time, but most of the fields will be used if you make a lot of records.

You are almost done with this record, but some steps still remains. You want to present this stamp in your price list, even if you have registered “2” earlier as your stock level.

22. You will find under the Object info field “Will not be listed in the price-list”, and also Level 2 beside. Write “1” in the small yellow field beside the “2” .

You will now find “Will be listed in the price list”, and this stamp will automatically be presented in your price list. You are not pleased with the price showed besides. You think that 40% of the catalogue value would be sufficient.

23. Click on the white field to the right of “Auto price”, and write “40”

You are still not pleased – the price is 5 to high.

24. Write “-5” in the yellow “Price adj” file, and the sum you want to present is OK.

6.9 Registering a New Lot by Duplication

When registering, there is often a record that contains most of the information you need for an entirely new record. In this case, it is **unnecessary** to register the same information all over again - it is easier to duplicate the record and only modify the fields where the content is inconsistent with the information needed in the new record.

In the example below we assume you have bought a record from AB Philea.

It is a complete set of the 1924 Congress set from Sweden (“Världsrecordkongressen”, Facit catalogue number 196-210), without catalogue value. You are to make a new record with the same 2 krona stamp as in section 6.10 - Registering a new record.

Make sure you are in edit mode.

1. Search the already created record, e.g. by pressing the “search” button and write “Världsrecordkongr” in the “Set” field. If the record exists in PSD, you will find it.
2. Duplicate the record by choosing “Duplicate record” in the Record menu, or press “Ctrl+D” (PC) or “Apple+D” (Mac)

A new record, identical to the old one, is created.

3. Go to the denomination field and double-click on the content “SET and write “2kr”.
4. Go to the field “Number in set” field using Tab, and remove the number.
5. Go on using Tab to “Manual” and write the catalogue value “2200” if you want to use the Facit catalogue value instead of the Philea sale price that is now reflected in the field.
6. Tab on to “Catalogue No. 1” and write “209”
7. Remove the content of “No. 2”

From here on, the work order is the same as if you would want to change the price or the price list.

6.10 Field label changes

From version 2001 there is a new function. You have the ability to change the field labels for a number of fields. This is not the same as changing field names. (see section 6.2 Fields)

When we send PSD to you it is adjusted to suit stamp items. This is however easily altered if you rather would like to use PSD for coins or antiques.

At the bottom of adjustments there are three buttons for automatic change of field labels to suit either stamps, coins or antiques.

If this doesn't suit your version of PSD either, it is easy to edit it or those headings you'd like to change. In that case directly in Handle the database.

It is important to remember, if you change the headings, they will change for all records in the database. You can't have several settings of field labels in the same PSD..

If you for instance would like to work with a version for coins and one for stamps, you have to make two installations. These can't unfortunately be open at the same time.

You can make as many installations that you like on the same hard disk, but we recommend that you place them in different directories. (Applicable for both Mac and PC)

7 Want List

A want list is a list of items you are missing or want to have.

With PSD it is easy to print out a want list that is up to date.

7.1 Total Want List

In the menu you have the button *Print a Want List* This button will print out a want list based on the whole database. The PSD will find all items that you do not have in your collections and excludes all records where you have said *Not be listed in the want list*. The want list will be in portrait (standing) format and with today's date.

Remember that if you have bought many records from AB Philea, this list will be long if you have not entered anything about how many you own of each record (philatelic item).

Total Want list

7.2 Limited Want List

To print out a limited want list, you should use the button *Limited Want list* that you can find in the database layout. You might want to use this routine if, for instance, you have a collection of British Colonies but you only want a want list of for instance the Falkland Islands.



Limited Wantlist

- Press the button Limited Want list
- You are now in search position. Write "Falkland Islands" in the Country field.
- Press Enter.
- You are now able to look on the rapport on the screen and scroll up and down
- Decide if you like to print the report, and press the right button.

The result will be that PSD only enters record from Falkland Islands, and writes a want list. Please also refer to section 6.7.

8 Price List

The price list function is something that will not be used by all PSD users. It is only of value for dealers or collectors who have surplus material for sale.

The PSD has an automatic price formula based on the catalogue value. In the settings you decide what percentage of this value that should be the general price level in your price list. (Please also refer to chapter 6)

8.1 Total Price List

In the menu you have the button *Total Price List*. When pressing this, you will get a question what type of price list you want.:

- One country; select the country you want a list for. The country will be shown in the top of the list.
- Many countries; for every record in the list the country will be shown.

PSD finds all records you have in your register where you have a sufficient stock and excludes all records where you have entered *Not be listed in the price list*.

You will have the same choices as in the Want list.

The list will be in portrait (standing) format and with today's date.

8.2 Limited Price List

To print out a limited want list, use the bottom *Limited Price List* which you can find on the database layout. You might want to use this routine if, for instance, you have a duplicate collection or stock of British Colonies but you only want to make a price list for the Falkland Islands.

Please also refer to section 6.7.

9 Insurance List

The insurance list contains all records where you have registered that you own one or more copies. The list also presents an insurance value for each record and in total. This value is computed as a percentage of the catalogue value. The percentage is set by you in the Settings.

The list can normally be used as documentation for insurance purposes. You may also find the list useful if you want to sell your whole or part of your stamp collection, since all records where your possessions are greater than zero will show in the list.

You reach this function easily if you press the *Write an Insurance List* button in the Menu of the PSD. You may also do this from the Handle the Database layout.

10 Currency Quotations

All valuations in PSD are calculated on the basis of the currency quotations. Different catalogues use different currencies, and the value of the currencies vary.

In PSD, all currencies are set against the USD. The values are regulated through the currency table, which is reached either through the main menu and the "Currencies" button.

The currency table normally contains the currencies you need for the main catalogues in the world, and you may also enter an optional currency.

When you buy PSD, some currencies and their values have already been entered.

We suggest that you do not worry about minor fluctuations in the currencies, but when there is a big movement in any of the currencies it might be a good idea to update your values. (With the introduction of the Euro (EUR), the main concern will be the exchange rates of the EUR, SEK, DKK, USD, GBP, CHF and JPY.)

11 Summations

To print out a summary of all your inventory, use the button *Total Price list* that you can find in the database layout or in the menu section.

This might take some time to do if there are many records in your database.

The following summations are made:

- Catalogue value
- Price
- Insurance value

Summations are calculated for the one or two collections that you have entered in the Settings, and also the grand total value is displayed. In addition, your name is printed in the report.

To print summations, use the button "print this page" or the standard printing function, but remember to only print out one record; maybe by asking to print "page 1 to 1". If you do not, there could be a lot of pages with the same content.

12 Stamp Areas of the World

Country and Stamp area are the same in PSD. Country is not, however, the same as Present nation as PSD equates *dead* as well as *alive* stamp areas with Country.

As an auxiliary file to PSD there is the database Country which is a small version of the computer program *Stamp areas of the World*, also developed by AB Philea.

In the database Country, names and various information about roughly 730 different stamp areas from all over the world are entered. Here are both the nations that issue stamps today as well as dead stamp countries which have stopped issuing stamps.

Country acts both as a spelling check of stamp areas in the field Country in the PSD and gives supplementary information about the stamp area.

When you register a new object and enter something in the field Country, the PSD always checks with the program *Stamp areas of the World*. If you spelled it right PSD will return such information as (which is contained in the country database):

- continent
- grouping, e.g. English Colonies
- terminated or now issuing area
- issuing time
- Country-code

If you write something which is not present in *Stamp areas of the World* you will get nothing. If you have bought records from AB Philea these are already checked against *Stamp areas of the World*.

You may search and browse through *Country* in the same way as in PSD.

If you want to make modifications in *Country*, please do. You have the freedom to edit, add and remove records in *Country*, just as in the rest of the PSD. Please note though, that if you make many changes to *Country* and which to restore it later to its original content, you must have a backup copy.

AB Philea can not send you a new Country database that restores what you got from the beginning, without the need of replacing the entire PSD.

Once again: Make sure you have a good backup routine!

13 Records from AB Philea

To avoid registering a lot of records you can buy them from AB Philea. AB Philea markets the PSD with or without records, and records are available from all countries of the world. From some countries a nearly complete set of records can be offered.

The records correspond mainly to complete sets of mint stamps. They originate from AB Philea's *Special Motive* service. AB Philea has more than 42 000 records - complete sets of stamps, singles, and FDCs.

Most records represent mint never hinged or unused complete sets. Only in some instances are FDC:s or single stamps (incomplete sets) provided.

For some sets both mint unhinged and unused records exist.

You can also order your personal Price list from this database with only the country or thematic area you are collecting. In fact, AB Philea has most of the stamps that corresponds to the records offered in stock, and in the *Special Motive* field in the database layout you find the article number of the record, which can be used if you want to order the stamp.

13.1 Records by Country

If your collecting area is small or specialised, you probably have a quite small need for records from AB Philea. You will be creating your records yourself in your way.

If you, however, want to have a large number of records from a country or countries, you will find the records from AB Philea useful. AB Philea can offer you a complete set of records from the following countries:

- The Nordic counties (Sweden, Norway, Finland, Denmark and Iceland)
- China
- Hong Kong
- Macao
- Taiwan
- Great Britain
- U.N.
- Europa CEPT

For Sweden, Norway, Denmark and Iceland) you could further more choose between "Normal" settings and "Special". The latter lists all varieties as different perforations, watermarks and nuances.

Finland Special will be released in the beginning of 2004.

AB Philea can also offer good coverage of most Eastern and Western European countries and many other areas. Many areas are still only covered to a minor extent but the number of records created at AB Philea increases all the time. They are now over 80 000.

13.2 Records by Thematic Area

AB Philea can offer you records of many different topics, in fact nearly any topic you want.

If you collect "Birds on stamps" you can order these records and you'll get over 2500 records. This is the same as approx. 7500 stamps. These records do not cover all Birds on stamps but it is a good start. You do not have to register all these records by yourselves.

13.3 What Records Do I Need?

The answer to this question is easy; What do you collect? Simply order records in correspondence with what you need and collect.

If you tell AB Philea what you collect, AB Philea will give you an individual suggestion as to what records that seems to fit you the best. AB Philea will suggest to you how many records are relevant, price and form of delivery.

Most of the records in AB Philea's register are for mint unhinged stamps. This is no big problem if you collect used stamps. Simply order the records for the corresponding mint stamps and when you receive the records you can easily update all these records at once so that they represent used stamps.

13.4 Catalogue values

All imported records from AB Philea contains the retail price AB Philea charges. No catalogue values are registered in the Cat.value field from the beginning, but the retail value is shown as catalogue value despite this.

However, as soon as you register a value, the Philea value will be superseded. If at a later time the catalogue value is removed, the AB Philea retail value reappears.

If you want to send an order to AB Philea, it will be enough to send the Special Motive article number present for every record in the database that has an AB Philea retail price. Please note that these prices may have or may be changed without notice, due to currency or other market changes. AB Philea does not guarantee to have items in stock at any time.

14 Repairing Registers

Sometimes the PSD registers can be damaged due to power failures or other problems. Normally, the registers are repaired automatically the next time you open them, but sometimes you need to use more refined methods to repair the registers.

If you can not start PSD and you are urged to contact your supplier, you can try the following to save yourself and your supplier a lot of time:

PC

When you start PSD hold down Ctrl + Shift. Hold them down until a dialogue square appears.

MAC

When you start PSD hold down Alt + Apple. Hold them down until a dialogue square appears.

Then this applies to both PC and MAC:

1. Mark the register you want to repair.
2. Press Open
3. The register is repaired and you will find as a result a file with the addition "Old" at the end. You can, in general, throw this file away.
4. Open the repaired register.
5. Save a compressed copy with the command *Save a copy*.
6. Give the compressed register the same name as the original one.

15. Help

In the menu and in all other parts of the PSD you can reach the Help function.

Nearly all of the printed manual can be found under Help. The help texts are arranged in the same way as in the manual. The use of the help function when you work in PSD is fairly self-explanatory.

Press the Menu button to go back to the PSD menu.

16 PSD Historical Notes

January 1, 1997

AB Philea decided to produce a computer program for Philatelists. The reason was that there seemed to be a lack of flexible products on the market. The product was to be easily accessible in several languages, for several currencies and for several catalogues.

January 1, 1998

A trial version was completed and also tested by some external persons. The name for the product was set to be PSD.

April 1, 1998

An agreement was made with Facit about the usage of the Facit catalogue numbers.

October 1, 1998

The first PSD version was released in Sweden.

December 1, 1998

The entire manual for PSD is made available on the Internet together with a demo version. A bug was detected and all customers who bought the program so far were offered to receive a new and enhanced version in 1999. The production of the new version was initiated.

March 17, 1999

Version 99.1 is completed. The version does not only have the bug fixed, but there are also enhanced opportunities for the use of several catalogues as well as the opportunity to use an optional amount of currencies and object types.

Other fields of list selection character are also made more flexible.

The introduction of article numbers makes the program more usable for dealers.

AB Philea also publishes current retail prices for stamps or sets in the offered database records. The number of records offered totals about 45 000, or about **25% of all issued stamps in the world!**

August 8, 1999

Version 99.2 is ready. Mostly some minor bug fixes in the Swedish version. The English version is now updated. There are now no differences between the English and the Swedish version. All printouts uses "letter". Update is only demanded for customers of the English version.

December 30, 2000

Version 2001 is ready. Quite a number of new functions, and the program works much faster concerning calculations, e.g. Summation Catalogue value etc. The most important new feature that has been added is that you now can change both field contents and field labels. This makes PSD suitable for coins, postcards, letters, antiques and all thinkable

varieties of items. The possible amount of data records available for purchase via the Special Motive Database is at the moment over 66 0000.

Mars 5, 2003

Version 2003 is ready. Several new important functions and improvements are included like two different users levels, faster summations and much better handling of currencies and catalogues.

The number of records offered totals about 80 000 (approx 240 000 stamps), or about **37% of all issued stamps in the world!**

Appendix A - Field List

The field list contains the database fields with a small explanation. All fields can be edited by the user EXCEPT: Autoprice, Catalogue Value, Continent, Description, Issuing, Issuing period, Political Part and Price.

There are some other fields, but these are not necessary for searching and are deducted from this list. You may see them all in the Find Dialog box.

Field	Short explanation
Article No.	Special Motive number – use it if you like to order something from AB Philea
Autoprice	PSD price calculation.
Buying percentage	This is set in Settings
Catalogue	Catalogue used, editable list.
Catalogue value	Catalogue value in your currency.
Collection 1	Name of the first collection, set in Settings
Collection 2	Name of the second collection, set in Settings
Continent	Continent for stamp area, from Country help file.
Country	Stamp area for the current item.
Day	Issuing day
Denom	Denomination for item, editable list available.
Description	Complete description computed by PSD. Will show in reports.
Info general	E.g. perforation and colour.
Info object	For your description of the lot, unlimited text field.
Insurance percentage	This is set in Settings
Issued No	Size of the issue of the philatelic item.
Issuing	Tells you if the stamp area is an issuing area now, from Country help file.
Issuing period	Period for issuing stamps, from Country help file.
Lager	Your stock of a particular item, numerical field.
Lager 2	Your stock of a particular item in your second collection, numerical field.
Month	Issuing month
No. first	Numerical part of catalogue number.
No. last	Optional alphanumerical part of catalogue number.
Notation:	Catalogue value in your used catalogue in the catalogue's currency.
Order level	Stock level selected by you, numerical field.
Order level general	General stock level selected by you, numerical field.
Part	Sub-area to main stamp area, like Jersey is to England.
Placing 1	First collection, editable text field.
Placing 2	Second collection, editable text field.
Prefix	Optional first alphanumerical part of catalogue number.
Price	Price to be shown in price list, computed by PSD.
Price adjust	Your direct price adjustment of the computed autoprice.
Price %	Percentage adjustment of price.
Political Part	E.g. Gibraltar is considered political part of England, from Country help file.

Purchase date	Date you purchased the item.
Purchase sum	Amount the item cost you.
Quality 0-5	Quality level for the item, you may choose from 6 levels.
Set	Name of set.
Set No	Number of stamps in set or other philatelic item.
Souvenir sheet no	Numeric field for souvenir sheet numbers
Souvenir sheet no 2	Alphanumeric field for souvenir sheet numbers, part 2
Status	E.g. used, mint or FDC, editable list available in the field.
Topic	Thematic area for the item according to your choice.
Value adj	To be used if you want to value an item higher or lower than catalogue value.
Year	Year item was issued.

About PSDatabase Gives you information about PSD, like version no. and service.