

After trying out the search functionality covered in our first guide it's time to make some changes within My Collection.

What we will cover in this guide:

- An overview of the Stamp Search page, including enlarging images
- Adding stamp sets and individual stamps in your collection (denoted by a C)
- Adding wants (denoted by a W)
- How changes affect the Collection Summary, and how to search for just your stamps or wants
- Deleting and amending selections for stamps and wants
- Keeping a printed record or PDF.

STAMP SEARCH

your main page in My Collection

Go to the main search page by clicking on the Stamp Search tab near the top. If necessary use the Reset Filters to clear all the filters. This will now display the full catalogue alphabetically.

This starts with stamps from Aden.

When you search on All Stamps this is searching through the entire database - here over 500,000 results are given. These results relate to the number of separate issues/ values mint OR used.

Countries are shown in alphabetical order; however, if they have related regions or territories then these are kept together. Eg Aden Protectorate States includes:

- Aden
- Kathiri State of Seiyun
- Qu'aiti State in Hadhramaut.

Sets are shown in date order and wherever possible the stamps within a set are in face value order.

After the SG number column there is often a type number. This relates to an image.

As with our printed catalogues the catalogue values for mint stamps are given on the left and used are on the right.

ADDING STAMPS & WANTS TO MY COLLECTION

Now, move your mouse over the C and W and it will show you what functionality is present.

To add the complete ~~used~~ set to My Collection – go to the C at the very top of the set in the used column.

To add a single stamp to your wants – go to the W on the individual stamp

At this stage why not click on each to add the details into your collection and you will see the below. Here we have:

- added the complete set to My Collection (the column has changed from a C to a 1 across all the stamps in the set)
- added a single mint stamp to my wants (the mint W has changed to a red colour for that one stamp).

Other changes have also happened. Beside the far right column a downward facing arrow has appeared.

If you click the top one it opens the further information tab for that stamp.

This is for your custom details, if needed, as well as adding to an album. This is covered in more detail in the separate guide: (3) Customisation and personal details.

Close this section either by clicking on arrow again (which has now turned over) or Expand / Collapse All and then Collapse (towards the top right of the page).

How changes affect the Collection Summary, and how to search for just your stamps or wants

Now, if you click the Collection Summary tab near the top, you will see other changes highlighted in red below:

- 12 used stamps have automatically been added for Aden.
- 1 mint stamp in your Aden wants.

Let's go back to Stamp Search by clicking the tab near the top. This time click on My Stamps and then Search. If you leave the country selection empty it will show you all the stamps you have added to your collection.

Also try My Wants and then Search.

This will show you only the wants you have previously selected.

For My Stamps, My Wants and My Albums:

- If you have selections across a range of countries you can use the country search to reduce the number of results
- The number of results shown, eg relates to the separate issues/values in your collection, mint or used.

Deleting and amending selections for stamps and wants

Next we will look at amending the selections we have already made. Keeping the same example of the mint want and the used set for Aden, let's make some further changes to the below.

- 1) Increase the quantities of the first two used stamps (SG1 and SG2) by clicking once on each 1.
- 2) Add two mint stamps for first two used stamps (SG1 and SG2) by clicking once on each C.
- 3) Take off the mint want by clicking on the W.

You will now have the details below.

One thing to bear in mind is that 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 may prefer changing the quantity in the custom field - this is covered in the separate guide: (3) Customisation and personal details.

So, it's easy to add and increase quantities for stamps, but if you no longer have them in your collection how do you reduce or delete them?

Delete a single mint or used stamp by clicking the on the right of the relevant stamp. Let's use the top stamp (SG1), which has 1 mint (in red below) and 2 used (in blue). Use the Delete button to delete 1 mint and 1 used.

Alternatively, deleting a group of stamps is easy. Delete all mint and used stamps from a set by clicking on the Delete My Stamps button beneath the relevant set. NB: To avoid deleting a set by accident there is a message which then shows as below. Only if OK is clicked will the set be deleted.

Another scenario is if you build up a stamp collection of a country over time and input all the details into My Collection but then decide to sell it and want to delete all the details. It is a similar process to deleting a set. This time go to the beginning of the country, Aden, and click on the Delete My "Aden" Stamps button.

Again a message appears. If OK is clicked then all stamps from that country will be deleted.

An ideal way to use the delete features is to test out My Collection thoroughly and then delete the stamps and wants which you don't need.

See our next guide: (3) Customisation and personal details.