

Phila Mercury Site - Cookbook for Adding Covers

1. Log-in, click "Browse Covers" link
2. Click "Add a cover" link at left
3. Select "Cover Type" from drop down menu. Postal stationery is stamped.
4. Add origin date (if unknown, please enter approximate year and click "circa" box, title is optional)
5. Enter origin country, city and state if applicable
6. Enter destination country, city and state if applicable
7. Enter description. Can be as brief or as long as desired. Please bear in mind that information here is searchable and pertinent search terms should be included.
8. Enter a personal identification number if desired (alpha numeric OK)
9. Click if item has a certificate
10. Click if item is for sale. If yes, an additional option appears which allows you to enter a price
11. Answer if item is stampless or not. If it is, stamp itemization disappears. If item is stamped, please each different enter the stamp on the cover. Note postal entires classify as a stamp.
12. For "Front Image" please browse on your computer to the location of your scan and select it.
13. If you wish to add an image of reverse, do so, or a blow up image of stamp.
14. When you hit "Add cover" button, the program uploads the selected scan to the site.
15. You should now be taken automatically to the Browse covers page and your listing will appear. Do not hit refresh or a duplicate listing will appear. Select a link of your choice instead.