

# Stamps Manual 4.11

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3.91	15-10-2023	Administrators	11 Themes + 28.1 Image of the backside
3.92	08-11-2023	Translator	3. Face value
3.93	20-11-2023		13. Persons theme
4.01	31-01-2024		10.4 First Day Cover (FDC)
4.11	19-04-2024		5. Issue group 10.14 Set

## Contents

<b>1.</b>	<b>Introduction.....</b>	<b>5</b>
<b>2.</b>	<b>Title .....</b>	<b>5</b>
<b>3.</b>	<b>Face value .....</b>	<b>6</b>
3.1.	Surcharge.....	7
3.2.	Dual value .....	7
3.3.	Combinations .....	7
3.4.	Overprint.....	7
<b>4.</b>	<b>Country/Region .....</b>	<b>7</b>
<b>5.</b>	<b>Issue group .....</b>	<b>7</b>
<b>6.</b>	<b>Serial number in Stamp Issue group .....</b>	<b>8</b>
<b>7.</b>	<b>Basic colours .....</b>	<b>8</b>
<b>8.</b>	<b>Exact colours.....</b>	<b>8</b>
<b>9.</b>	<b>Usage type.....</b>	<b>8</b>
<b>10.</b>	<b>Type .....</b>	<b>8</b>
10.1.	Stamp with Tab .....	9
10.2	Perforation variety.....	10
10.3	Occasion envelope / card.....	10
10.4	FDC (First Day Cover).....	10
10.5	Machine label .....	11
10.6	Booklet variety .....	11
10.7	Gutter pair .....	11
10.8	First Day Minicard.....	11
10.9	Hanging packaging.....	11
10.10	Year set.....	12
10.11	Maximum card.....	12
10.12	Overprint .....	12
10.13	Tête-bêche.....	12
10.14	Set .....	13
<b>11.</b>	<b>Themes/Motif.....</b>	<b>13</b>
<b>12.</b>	<b>Geographical themes .....</b>	<b>13</b>
<b>13.</b>	<b>Person themes .....</b>	<b>13</b>
<b>14.</b>	<b>Depicted on stamp .....</b>	<b>13</b>

15.	Catalogue numbers .....	14
16.	Designer .....	14
17.	Printing house.....	14
18.	Perforation gauge .....	14
19.	Watermarks.....	14
20.	Luminescence .....	14
21.	Printing technique.....	14
22.	Paper type .....	14
23.	Gum.....	15
24.	Print run .....	15
25.	Dimensions/Diameter .....	15
26.	Details .....	15
27.	Catalogue value .....	15
28.	Images .....	15

## 1. Introduction

The stamp section will include:

1. Stamps, and related items, issued by a recognised postal service, with which you could pay for sending mail ("franking").
2. Derivatives with one or more of the above stamps or related items (e.g. FDCs).

### "Policy of tolerance"

In philately, a cinderella is a stamp that at first sight resembles a postage stamp, but is not a postage stamp because it has not been issued by a recognised postal service.

We "tolerate" Cinderella's in the stamp section for practical reasons. Also because many stamp collectors do have them in their collection.

Cinderellas are recorded with the following country: "[country, region or locality]". - Cinderella  
For example: **Switzerland - Cinderella** or **India - Nagaland - Cinderella**

Some of the current items will be transferred to a Cinderella land/area over time. There will remain "grey" areas, the administrators will decide on that.

Many input fields already contain instructions. The following instructions are supplementary.

## 2. Title

- The title begins with a capital letter (or a number, e.g. 100 years of stamps).

- Avoid abbreviations in the title. These are usually poorly translated and give a messy impression. Names such as NATO, UPU and DDR can be mentioned (without dots).
- It is not permitted to put numbers from other catalogues in the title. Also be careful with exact copying of titles from other catalogues, do not do this consistently! LastDodo is an independent catalogue, not a copy of another (paper) catalogue.
- All stamps from a series usually have the same title (first box). (This looks best in the picture gallery, and this way you can immediately see what belongs together).

An exception can be made for large, long-term series, where the themes depicted vary greatly. In this case a title that refers to the stamp is convenient for the recognisability. With combined series it can also be preferable to name the stamps separately. Think of anniversary or special series where different subjects are combined in one stamp Issue group. Make sure that the series title is exactly the same so that the stamps are linked.

- An administrator may decide to change a title if it contains errors or for reasons of uniformity and recognisability of the catalogue.
- Do not give unnecessary information in the title, which may be in other input fields.

Examples:

*Architectural conference Moscow.* After all, 'Moscow' can be filled with geographical themes.

*The painter Rembrandt.* For 'Painters' can be filled in with the themes.

*Birth and death year of a person:* this can be entered in the Persons field

- Names of people in the title:  
First name and surname (in that order) or only surname.

The following is permitted:

- Rembrandt or Rembrandt van Rijn (not Van Rijn, Rembrandt)
- Queen Juliana
- J.F. Kennedy, John F. Kennedy or Kennedy

### 3. Face value

Copy the value exactly as it appears on the stamp, without the mint mark.

Punctuation marks may be used ( . , ' / - ) to represent a face value.

Example: 250/-

Use point or comma like on the postage stamp. Also

use a comma (or dot) for value indications with larger and smaller figures. Do not enter spaces between the figures. If a stamp reads \$5.00 enter 5.00 If a stamp shows 50c, enter 50



Big and small digits, or a digit, white space and then digits again: that's a number with decimal. Face value is written with a decimal point (NOT with white space). Use the decimal separator that is common in the country or region in question. In countries/regions where sometimes a point and sometimes a comma is used as a decimal point, you have to choose.

If a number or word is on the stamp for tariff group, e.g. 1, 2, Europe, First Class, P (for Canada), Forever (for USA), you fill that in. Do not use dashes if there is nothing on the stamp, just leave the box empty.

Exception: If the stamp says e.g. "one guilder" or "one penny", enter 1.

For fractions in the value: ½, ¼, etc., use only if it is so indicated on the stamp.

Basic rule is that the face Value field is filled in for items with one stamp or items (e.g. Sheets/Blocks) with more stamps that have a printed total value.

- For series of more than one stamp, do not fill in a face value. The box remains empty.
- For blocks consisting of one stamp, enter the stamp value.  
- For postal stationery, fill in the face value.
- For blocks, sheets or booklets consisting of several stamps, do not fill in the face value, unless the total price is stated.
- For items on which stamps are pasted (e.g. FDC, maximum cards, occasion envelopes, etc.) and folders, do not fill in the face value.

### **3.1. Surcharge**

For a surcharge stamp of e.g. Fr. 1.00 plus Fr. 0.25 you fill in 1,00+0,25 If it says Fr. 1 + 25c you fill in: 1+25 (no space between value and +)

### **3.2. Dual value**

Some stamps show two values in different currencies, e.g. at the introduction of the euro. Enter as follows: 1.00 \* 0.45 (first value, space, asterisk, space, second value) Order as shown on the stamp.

### **3.3. Combinations**

For se-tenants and combinations, do not specify a value.

### **3.4. Overprint**

For this we use the hashtag #

First enter the value of the imprint, then #, then the value that appears on the original stamp.

Example: 5#1,25

In the case of an imprint on a stamp e.g. 10#5#1,25 (the most recent imprint in front)

It may happen that there are surcharges. For example, a stamp of 1 dollar with surcharge 35 cents, overprinted with the value of 2 dollars and surcharge 10 cents: 2+10#1+35

In case of printing with a percentage, state as follows: e.g. 25+10% or 1.45-15%.

## **4. Country/Region**

Select from the list the area to which the item belongs. If you cannot find the area name in the list, see if it is under a different name in the list or if it is a sub-area of a main area.

You can use the search system for this.

If you still cannot find the area, please send a message to one of the stamp administrators or post your question on the forum.

## **5. Issue group**

An Issue Group is a coherent set of postal and similar stamps, usually issued in a similar manner, plus products derived from those stamps such as FDCs, Varieties, Maximum Cards, etc)..

- Exceptions to this are possible. A coherent set may be split into several Issue Groups if there are so many stamps that it becomes confusing and for practical reasons it is better to split it, as for example in the case of the English Machins stamps.  
The Area Specialists or (Super) Administrators determine these exceptions.

- The naming convention is: Year [space] Name of the Issue group. Year number is first year of issue of the related items.
- Keep the name of the Issue group compact. Preferably also use the name as it appears on sheets or FDCs of the Issue Group, to enhance findability.
- Do not put information in the name that can also be entered in other fields of the item.
- In most cases, these are stamps and by-products published on the same date. However, reprints and variants (gum, perforation, etc.), as well as stamps of later date intended as supplements or replacements (new values, changed colours, overprints, etc.) are also collected under the same Issue Group name.
- The filling of Issue group is policy of LastDodo, so not a copy of other catalogues

## 6. Serial number in Stamp Issue group

Intended for sequencing within an Issue group. Use numbers and additional letters if necessary.

Keep the sequence number system simple and transparent. Entering a number is recognisable to everyone and easy to apply when adding to an Issue group. The use of letters or codes is often unnecessary and raises questions for other users. The serial number is always linked to the species, which have a precedence over the serial number (with priority over the serial number).

## 7. Basic colours

If a stamp has only one or two colours, then you enter these colours here. If you see more colours, fill in 'multicoloured'.

In exceptional cases you can fill in an extra colour next to multi-coloured. For example, for stamps or blocks that are exactly the same except for a silver or golden background colour.

The colour of a print can also be entered in the basic colours, or for clarification in the details.

## 8. Exact colours

Further explanation of the basic colours.

For example: blue-green or violet-black (basic colour then green or black).

If you have entered 'multi-coloured' in the basic colours, it is not necessary to enter exact colours.

## 9. Usage type

Please always fill in the field. If you do not fill in anything, the item entered will not be shown in the basic selection.

Cinderella's are 'Without franking value'. However, in territories with ' - Cinderella' in the name, all stamps must have the usage 'Definitives' or 'Airmail'.

Otherwise nothing will be shown with the 'Standard' filter on (if you open the catalog for that territory you won't see anything). This is an exception for practical reasons

Jul stamps (Scandinavian countries) do not have a franking value but are included in the stamp section, for Country name + Cinderella. The stamps may be affixed to the front of the mail item along with the franking.

## 10. Type

- A loose (loosely issued) stamp is a 'series' and a 'stamp' so here you have two choices.
- Sheets are included in the catalogue, but field parts such as pairs, blocks/strips of 4(or 5,6, etc.), combinations from sheets or blocks, stamps with page edges, coins dates and any other divisions

are not included, unless it is a se-tenant (see explanation of the various types). Apart from a few exceptions. (Exceptions can be reconsidered by the administrators according to the needs of each country.

- Combinations from booklets will be included.
- All forms of reversed prints.
- A Set consists of one or more stamps.
- If the appearance of a series is a se-tenant, it will be listed once as series and se-tenant. Only if the stamps of the series are also issued separately, both the series with separate stamps and the se-tenant are listed separately.

If several combinations can be torn from one sheet, only one item is included on LD. Other shapes can be added as 2nd and 3rd image for illustration.

See also 10.12 Overprint.

There has always been much difference of opinion about the definition of block, sheet and skin. Certainly with international names, it is sometimes difficult to catch them in one word.

**Block:** a collection of one or more *different* stamps, surrounded by a sheet edge. Characteristic is that a block is issued separately.

**Sheet:** a collection of several stamps, with at least one stamp appearing *more than once*, surrounded by a sheet edge.

## 10.1. Stamp with Tab

Stamps with an illustrated vignette attached without franking value may be included. If this vignette is included with every stamp in the sheet, it is included as a type of 'stamp', possibly with a second type of 'stamp with tab'.

The stamp without tab may not be included as a separate item. The stamp without a vignette can be used as a 2<sup>nd</sup> picture, not as a new item.

Only one combination of the item is allowed in the catalogue. So no separate items such as tab left, tab right, tab above, tab left and right, etc. A tab left or right is not a new item, but can be placed as 2<sup>nd</sup> or 3<sup>rd</sup> image.



If a sheet clearly contains fewer tabs than stamps, both an item with the type 'stamp' and a separate item with the type 'stamp with tab' can be included in the catalogue. So the tab is not standard on every stamp. So the stamp as a stamp and the stamp with tab as a stamp with tab.

A stamp with sheet edge as 'tab' is not included as a separate item. Exception is Israel, where the rim is often used as tab and where it is the common way of collecting.

Tabs on stamps from booklets always fall under type 'combinations'. So do not fill in 'stamp with tab' here.

Tabs without a stamp will not be included.

Almost every stamp also exists with a rim, often white, but also with a number, text, barcode, drawing, etc. It is not the intention to add these as 'stamps with tab' in the catalogue.

## 10.2 Perforation variety

Variety of perforation: is, as the word itself says, a variety of an originally existing perforation.

Stamps with the same perforation that have one, two or three imperforated sides (for example, stamps of booklets) are not perforation varieties but remain under the type of "stamp". The completely unfranked stamps are no perforation varieties either.

Self-adhesive stamps issued with the same design as a gummed stamp should not be classified as a variety but as a seal. The differences between these stamps are so great that they are generally not considered to be varieties.

## 10.3 Occasion envelope / card

Envelope or card issued in an edition. It must fulfil 3 conditions:

- Printed with text and/or image related to the subject of the Issue group.
- Covered with stamp(s).
- Stamp. Preferably with, if available, a stamp specially made for this Issue group.

The stamps that are glued on are sometimes related to the theme of the Issue group and sometimes not. Therefore, the subject on the envelope (or card) is leading.

First Day Envelopes (FDC) are not included in Occasion Envelopes, these are included as a separate type.

## 10.4 FDC (First Day Cover)

An FDC is an envelope franked with stamps and provided with a date cancellation with the same date as the day of issue of these stamps. Items meet the following conditions:

1. An FDC consisting of a regular envelope is included in the catalog only once, per Issue group.
2. An FDC consisting of an envelope specially created for the stamp Issue group in edition may be included in several variants.

Differences that **never** lead to a new item are:

- a. Different order of stamps.
- b. Identical loose stamps.
- c. Field parts, except pairs, blocks of 4 and complete se-tenants.
- d. Added stamps that are separate from the Issue group.
- e. Number of cancellations.
- f. Position of the cancellation(s).
- g. Small color differences in cancellation (basic colors must differ, with gray and black being seen as the same color).
- h. Envelopes with / without addressing or different addresses or attached postal labels.

Explanation

- Old issues sometimes used a specially created cancellation (cachet) to place an image in edition on the envelope. Such an envelope is covered by point 2.
- Scans of variants that do not lead to a new item may be added as a second, third, etc ..., image.

## 10.5 Machine label

Machine label stamps are stamps that come from a vending machine that prints out the value on a pre-printed label at the request of the buyer.

These stamps do not have to be entered in the catalogue per face value. Despite the fact that the picture indicates a specific value, or in case of a blank vending machine stamp without value indication, the face value should be entered as, for example, '0,01-9999', depending on the dispensing possibilities of the vending machine.

Some automats issue a limited number of values, usually in the current postal rates. These are so-called button values and are included in the catalogue per value.

## 10.6 Booklet variety

Booklet with for instance a different text on the cover, counting block, reprint or luminescence variety.

## 10.7 Gutter pair

A "gutter pair" is a combination of identical\* stamps separated by a blank vignette or by a vignette with e.g. colour codes on it. These combinations come from large stamp sheets and exist both vertically and horizontally.

A gutter pair is intended to make large sheets manageable for post office counter staff. Usually half of a sheet of 100 or 200.

\*In the vast majority of cases a gutter pair consists of two identical stamps, possibly reversed.



## 10.8 First Day Minicard

Plastic card, credit card size, issued by the firm Huisman. With postage stamp, stamped on the 1st day of issue.

## 10.9 Hanging packaging

Packaging with postal items for counter sales. Characteristic is a hanging eye and that the packages are sold by the piece. The items are loose in the packaging.

The following items belong to this type, for example:

- Hanging boxes containing a roll of 50, 100 or 200 stamps
- Postal sets with hanging arch, containing a block of different personal stamps and matching cards



## 10.10 Year set

Annual stamp(s) issued by the postal service, packaged in a folder, leaflet or in book form.

## 10.11 Maximum card

A maximum card is an existing picture postcard (postcard) that has a stamp on the image side that was issued later and where the image is directly related to the image on the card.

The stamp must be stamped with a legible stamp, where the stamp has a direct relationship with the subject on the card. There are many commercially issued cards in which the stamp in question is depicted in large type.

There must therefore be a 'maximum' similarity between the picture postcard, stamp and stamp.

## 10.12 Overprint

In summary, the following applies to se-tenants admitted in LD:

- All franking stamps in a se-tenant differ from each other (image, colour, value and/or imprint or other differences);
- Only the largest possible block or strip is admitted;
- A strip and a block are not separate items, but two images within one item;
- Parts of the largest possible se-tenant are not allowed.
- Vignettes are allowed in a se-tenant (there are at least two real stamps);
- If several se-tenants can be formed from one sheet, and only the vignette is different, only one is allowed (the others can be used as a second image).

\* The above rules do not apply to combinations from booklets.

## 10.13 Tête-bêche

A reversed stamp, or tête-bêche, is an assembly of two identical stamps with one stamp upside down compared to the other.

Possibly with a strip between the stamps. Triangular stamps are not included in the reverse image.



## 10.14 Set

A Set is an item depicting the individual stamps from an Issue Group that are commonly bought and sold as a series as a whole. This makes the Series useful in the buying and selling process.

- If this is convenient in practice, because certain stamps are often sold together, an Issue Group may possibly consist of several Sets.
- A stamp can only be in one Set.
- Most Sets are issued on the same day.

*An important characteristic that is different for loose stamps in an Issue Group is in many cases reason not to put stamps in one Set (toothed vs untoothed, franking vs airmail, year, watermark, with tab and without tab, ...).*

*Colour, shape or face value are never decisive to put individual stamps in the same Set or not.*

*The Set must have the necessary utility (collectors as well as suppliers must agree on supply and demand).*

*If a difference of opinion (composition) about Set within an issue ever arises, the area manager (and in its absence a super manager) is the only one who can tie the knot*

## 11. Themes/Motif

With a series, you choose an overall theme - or several themes - for the whole series and more specific themes for the individual stamps. For example: For a series about animals you choose the theme 'animals' and for the single stamps you choose 'animals' and ' pig, horse or dog' depending on what is shown on the stamp.

A stamp or image on an FDC or other cover is thematically interesting, so fill that in too.

## 12. Geographical themes

See explanation of input field.

## 13. Person themes

See explanation of input field.

No cartoon characters, novel characters or animal names in this register.

Check whether a name is not already in the register (with an alternative spelling).

Titles are generally omitted. King Baudouin should be entered as Baudouin of Belgium, whether he is a prince or a king (otherwise you have 2x Baudouin, once Prince Baudouin and once King Baudouin).

For the sake of readability, the years are as follows: [1900-1980]. More detailed information about a person can be found on the background pages.

## 14. Depicted on stamp

Here you describe what is on the stamp, if this is not yet clear from the entries in the themes or other input fields. This box is not yet multilingual, please respect the input of non-native speakers and leave the text there.

## 15. Catalogue numbers

You follow the relevant catalogues in the spelling of the numbers.

For example:

- For the Michel numbers, enter 340 Y (so a space between the number and the letter)
- Stanley Gibbon blocks MS350 (without space).

If the type or usage type already states that the item is e.g. a block, postage stamp, maximum card or airmail stamp, it should be omitted from the catalogue number. So for Michel Block 50, fill in 'block' at the type and only '50' at the number.

If a letter is an integral part of the catalogue number, then you do fill it in, e.g. for an FDC NVPH number: E25

## 16. Designer

See explanation under Person themes.

The designer of a stamp showing The Night Watch is not Rembrandt, but the person who designed it.

For FDCs, occasional envelopes, maximum cards, etc., fill in the designer of these items, not of the stamp (unless, of course, this is the same).

## 17. Printing house

Enter the printer of the item here. Please note that for FDCs the printer of the cover must be mentioned.

## 18. Perforation gauge

Cam tooth is K

Line marking is L

In case of die-cut stamps, fill in S (slit or die-cut). If there are slit variants of a stamp, enter this at 'particulars'.

An additional drop-down menu for the tooth types is being worked on.

## 19. Watermarks

Watermarks are viewed from the reverse and described. The list of watermarks is almost complete. If a variety or deviation is not in the list, it can be mentioned under 'Details'. Examples are inverted or mirrored watermarks.

## 20. Luminescence

To indicate which type or where on the stamp the luminescence is, e.g. "phosphor-band left".

## 21. Printing technique

Choose the printing technique from the list.

## 22. Paper type

List of various characteristics of the paper.

## 23. Gum

Mainly meant to distinguish varieties. But also to indicate whether a stamp was issued gummed or self-adhesive.

## 24. Print run

Spelling e.g. 1,000,000

## 25. Dimensions/Diameter

The measurement of a stamp is done in its entirety, perforation included. Always in millimetres, like 15 x 20 mm (first width, space, x, height, space, mm). x thus lower case.

## 26. Details

See explanation of input field.

Intended for additional technical information. Not for background information about the issue. If the stamp consists of a frame and a pictorial area, then you can add the exact size of the pictorial area (inside the frame) in the box details. Sometimes this is very important to know which stamp is involved (e.g. P-stamps, the personal stamps of area Japan).

## 27. Catalogue value

Enter the current value here.

For FDCs and covers, postage paid is deemed to be undated and stamped is deemed to be described/typed.

If you think a catalogue value is really wrong, send in a price suggestion (only in case of large differences, small differences will not be changed)

## 28. Images

Preferably use a scanner. This gives by far the best result without distortion. Make sure that the colours are somewhat the same as the original.

Before placing the image: Straighten the image and trim the edges. Background is black or grey, so that the perforation is clearly visible.

NB. It is not permitted to use images from the Internet, brochures or other catalogues!

### 28.1 Back as second image

For FDCs, occasion envelopes and postal stationery, a scan of the reverse side should be added as a second image, if it is pre-printed (e.g. with publisher, printer, number, etc.).

For Maximum cards and occasion cards, the image side should be added as the first image and the address side as the second image. In several cases, the images are similar and the differences are only obvious on the reverse side.

Items entered before 1 December 2023 should be completed as much as possible, but will not be rejected a priori. Items entered after this date that do not comply with this rule may be rejected.

### 28.2 The black border and a straight image

Figure 1 shows an overview that can be called up via the display case. The first two rows contain pictures that are perfect. Picture 2 shows two examples of this. In the third picture, there are some pictures of this overview that distort the image because of their uneven and large black border and skewed image.

**Figure 1:**



**Figure 2** Examples of how we like to see it.

With the black border being equal and sufficient to see the perforations and a straight image



**Image 3** Example of an image with a black border that is too large and uneven. Often, a passionate administrator corrects the image or another user enters a new image. It's a pity because it doesn't have to take much more work for the first importer.



## 28.3 Why not use photographic images?

Photographed images give a distorted picture and cannot be corrected. Often, other users then enter a new photo. A shame about the work of the photographer....



## 28.4 Images too small

The size used by LastDodo is maximum 700 pixels high or 700 pixels wide. Larger images are automatically resized. The maximum size you can upload is 5 MB per image. Although LastDodo has not formally set a minimum, it is the administrators' goal to promote a minimum of 400 high or wide. In images that are too small, details such as years in the white border or details in weapons cannot be seen properly without a magnifying glass.