

Notes on using the Library (Book & Pamphlet, Maps & Library archive) databases



The databases are based on Google sheets and can take a little time to load

To scroll through the database: Scroll through the records by using the scrollbar at the right of the header, noting that the column headings are lost on scrolling. Find the scroll bar by hovering the cursor just over the top of the thin white area to the bottom right of the Search box, and the bar will be highlighted in light blue. This blue bar will vary in size according to how many records are displayed. When many records are displayed the bar is quite small and can be difficult to find, especially after partly scrolling down a page. To find it, hover the cursor in the white strip just beneath the bottom right of the search box and move slowly vertically down through the window until the bar is highlighted. If very few records (< ~ 10) are displayed, there will be no bar present, but where some 20-30 records are displayed then the bar is of a moderate size. If you wish for the column headings to be redisplayed, it is necessary to return the scroll bar to the very top of the scroll track.

Sorting the database: The whole database can be sorted columns in ascending or descending order based on individual columns by clicking on the arrowheads to the right of each column heading.

Search the database – there are two methods:

1. *Using the Search Box in the header:* enter a term into this box on the top right of the header, and the table will re-display listing just the found entries. The table can then be sorted on any of the columns so that the results are arranged in alphabetical/numerical order in the column being sorted. After the search, return to the main database by deleting the term in the search box. Depending on the number of records returned, the bar in the scroll track will vary in size as in the examples from the Book database below:

Durham returns 3 finds – no bar visible

Milton returns 15 items - large bar visible

Wookey returns 41 items - moderate bar visible

Wells returns a large number of items – very small bar visible, which can be difficult to find.

To repeat a search with a new term simply delete the existing term and enter a new term, note that the new search will probably generate a bar with different size and will need to be relocated. If the column headings need to be redisplayed, it is necessary to return the bar to the very top of the scroll track.

2. *A Search method displaying the number of finds:* First click on a cell within the selected database and then enter CMD/f (mac) or CTRL/f (PC), and a different search box will appear to the top right of the screen. Enter a search term into the box and the number of finds (e.g. 1 of 16) will be displayed at the right hand side of the search box. The finds will also be highlighted in colour as you scroll through the database. Pressing the Return key or the up/down arrowheads to the right of the search box, moves sequentially through the finds. Note if the sequential movement stops working, then click with the cursor in the search box, which should then reactivate the movement.