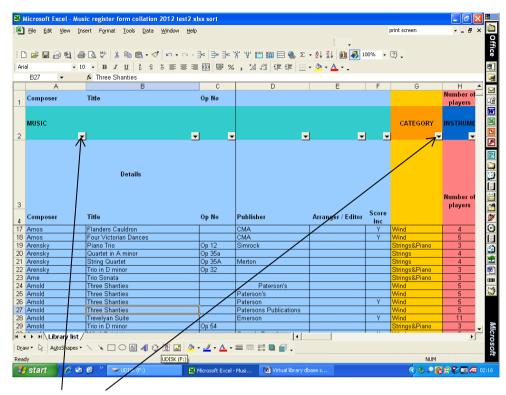
WINCHESTER SUMMER MUSIC VIRTUAL LIBRARY 2014

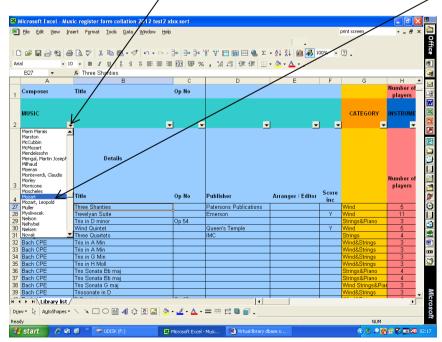
How to use the selection filters

1- Open the spreadsheet. (Do not worry about messages about data and errors. They are to do with different types of Excel and do not matter.) It will look more or less like this:

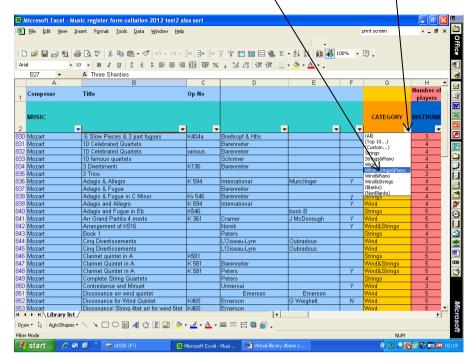


These arrows allow you to select specific categories from the column below, eg Mozart from the composer column, or 4 from the number of players column. You can select as many criteria as you want, eg Mozart music for strings involving 4 players.

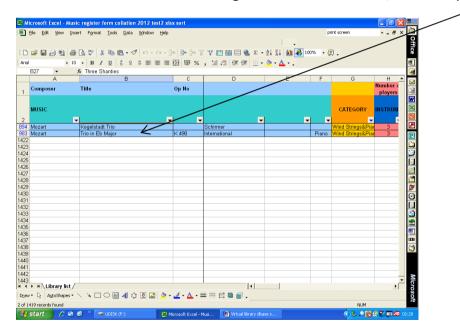
Click the appropriate arrow, and click on the item in the list which you want (eg Mozart) :



To narrow down the selection again, you can choose another selector eg category: we have chosen wind, strings and piano music by selecting 'wind&strings&piano' on the list:



...... And the result is Mozart's Kegelstadt trio for clarinet, viola and piano!



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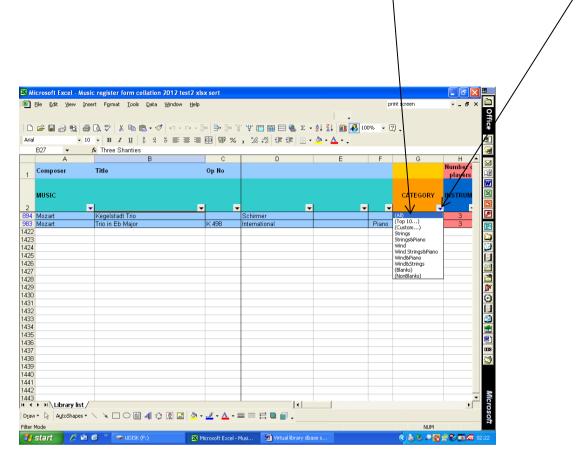
To find out who owns the music and to borrow it, scroll across to the owners column:

Then all you need to do is to email <u>library@winchestersummermusic.org.uk</u> with the details and ask for your request to be passed on! Please email by midnight on Wednesday 9th July at the absolute latest to give time for requests to be passed on and music found.

To re-set the filters, select 'data' at the top of the screen, then 'filter' on the list which drops down, and 'show all' on the rext list which appears, and all the lines will re-appear:

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Alternatively, if you only want to go back a step, eg look for Mozart in all categories, select the arrow on the appropriate column again, and select 'all' before choosing again:



HAPPY HUNTING!

Do not worry about more messages about formatting being lost etc. These are also to do with different types of Excel and do not matter.