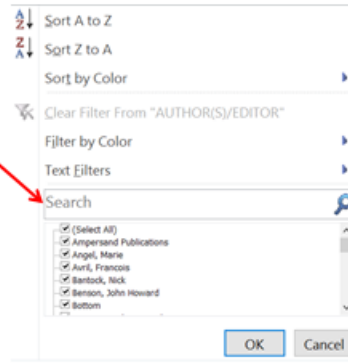


- When you click on the arrow, you should see this screen show up; go to the box that says Search.
- Let's say you're in the Author column, and looking for books by Tom Gourdie. You can type in Gourdie, and it will list all the books of his that we have in the library.
- So this screen should look like below; it will show you the row, titles & subject!



13	CATEGORY	AUTHOR(S)/EDITOR	TITLE	SUBJECT
13	Basics	Gourdie, Tom	Basic Calligraphy Hands	Hands: round, foundational, italic
14	Basics	Gourdie, Tom	Calligraphic Styles	2,000 years of alphabets analyzed
15	Basics	Gourdie, Tom	Handwriting Made Easy	Simple, modern approach
24	Handwriting	Gourdie, Tom	Handwriting For Today	Guide to principles of good handwriting
33	Instruction	Gourdie, Tom	Calligraphy For the Beginner	14 - Stage course

- When you're done with the spreadsheet, simply close it. It will ask you if you want to save it; you would click "Don't save".

SUMMARY

- It might take some time to either find what you're looking for, or getting used to filtering. But again, you have the option of just scrolling down the list and looking around, if you don't want to search or filter.
- Once you have found book/s that you want, send me an email, with the Title and Author. I'm at 'jhuhta@comcast.net'. I can either bring it to the next general meeting, or maybe we can make arrangements to meet somewhere.
- If you have any comments or suggestions, please let me know.