Shelley Clubs' Periodicals Spreadsheet/Database

Purposes
- Provide a way to quickly learn what has already been published in the Clubs' periodicals
- Have a way to know where to find articles or images, to read or for research (my primary goal) … such that the user is pointed to the specific newsletter or magazine issues ….i.e. what issue to pull out and read in my stacks of magazines/newsletters!
- Able to be used by almost anyone

The Tool
- A set of Excel Spreadsheets, each a flat field database that can be sorted or searched
- Why Excel? (vs. Access, for example): readily available and used software; fairly easy to use and learn; most people already have a version if they use PCs, and Excel spreadsheets are compatible with Apple computers/software too; the database tables can be imported to a relational database in the future, if desired.
- The database(s) can be fully sorted by any "column" and/or "columns" by using the Excel "Data-Sort" functionality……….. or searched fully or partially, for a word or a part of a word, by using the Excel "Find" functionality
- The columns of the database, i.e. the data elements, are a first pass way to make searching (admittedly, the way I think like to do it) efficient. There are many ways to arrange and choose what data elements there should be; this is but one approach. With Excel, more columns could be added and existing ones modified or deleted; that could be considered in future versions.
- While created in Excel 2010, the file that is being distributed as Rev0 is Excel 97-2003 (.xls) format, which should be consistent with almost all users.

Overview of the Data
- Every article and most of the images/photos, from the newsletters and magazines of the NSCC, ASCC and the UK Group, is included as a separate line (row) of information. See the later sections on "What's in the Excel File" and "The Data Elements."
- In total, with the newsletter/magazine issues available to me for inclusion, there are over 4000 lines of data, and more will be added as new issues are published. Also see comments under ASCC.
- The data was entered over the course of many months. There are very likely some errors (of omission and commission) as there was no verification process.
- The data entries contain my summary or view of what was in the article, and as well as the words chosen to use as a description. Again, as this was done over many months, I am certain there are inconsistencies.
- The above two comments are my attempt at placing appropriate provisos on the data, however, I've found that with little effort, I can readily locate any subject or article that has been published. I hope others can too!!!!!

Specific Comments on Data - NSCC
- Included: Every newsletter/magazine issue from the first one published

- Specifically Not Currently Included
  1. Most Black and White images – most were not good quality but some were included if I thought they might be one of a kind or an interesting pic of a ware or pattern
  2. Mail and Responses – there was a lot of this the earlier issues and some was fairly interesting, but it would be hard to categorize and reference
  3. Auction Results – this was a difficult decision, as there are images of some unique items, but I didn't think it would lend a lot to the research and there is just a huge amount of data. Could be added later too.
  4. Advertisements

Specific Comments on Data - ASCC

- Included: Only the newsletters we have since we joined the Club in 2004 (we don't have the prior ones). **I would be pleased to add all the rest, if they are available in either print or digital form**.
- Specifically Not Currently Included
  1. Regional Reports and reports from annual Fairs; in contrast to the NSCC, the Regional Reports are fairly consistently included for all regions in every issue. Can be added later.
  2. Auction Results – see NSCC comments
  3. Advertisements

Specific Comments on Data - Shelley Group

- Included: Every newsletter since the first, by adapting the (extensive and excellent) work done by Gerry Pearce that was used to publish the UK Group Index through 2007 ….. and then I added data from all newsletters starting in 2008 to the end of 2012.
- The Excel spreadsheet provided to me by Gerry was modified to put it into the structure of a flat field database (i.e. no blank rows of data), and by adding a column that serves as one of the categories/keywords. Also, some of the data was duplicated to allow a consistent "all clubs" search
- Specifically Not Currently Included
  1. Regional Reports – see ASCC Comments
  2. Auction Results – see NSCC comments
  3. Advertisements

What's in the Excel File

Within the one Excel workbook are six spreadsheets (tabs and names at the bottom)
  1. All Clubs --- the combination of the information from all three groups
  2. NSCC --- just newsletters/magazines from NSCC
  3. ASCC --- just newsletters from ASCC
  4. SG --- just newsletters from Shelley Group
  5. SG – Pearce --- this is the spreadsheet provided by Gerry to me, with modifications I made to create contiguous rows of data. It is included for reference only. It can be searched but the data is only to the end of 2007.
  6. SG – Categories --- this is not a database but the list of categories I chose to use for the Shelley Group info. It is included for reference only.

The Data Elements (the Columns of the Spreadsheet)

- **Club** --- only three possible entries: NSCC, ASCC, SG
- **Year** --- the year the newsletter/magazine has on its front cover; where a range of years was included (e.g. Winter 2009-10) the first year was used.
- **Volume** --- for the NSCC and ASCC, this is the volume number on the newsletter/magazine cover. The SG does not use this designation, so no data is included.
- **Issue** --- for the NSCC and the ASCC, this is the number of the issue in a given year; thus, will be 1 to 4. For SG, this is the issue number (which is sequential from the beginning of publication, but 9 is used for the issue that was actually a composite of 9 & 10).
- **Image** --- an "x" in this column indicates the data element is for an image only
- **Title** --- the title of the article
- **Author's Surname** --- per the newsletter/magazine; when there were more than one author for a given article, I sometimes only show the name of one.
- **Content** --- my summary of what is in the article; sometimes may read very much like the title.
- **Keyword – 1** --- a word or two that is intended to represent a category. Keywords were included to help "sort" the data quickly.
- **Keyword – 2** --- same as above
- **Keyword – 3** --- same as above
- **Pattern No.** --- used for a stand-alone image; it could be a teaware or earthenware number; it is the number as published in the newsletter/magazine
- **Pattern** --- used for an image; can be the Shelley or Wileman given name, the name given in the newsletter/magazine, or a description I created to have something!
- **Tea Cup Shape** --- used for an image; included since many images, especially in NSCC publications, are of teaware. The shape name is almost always the now currently used designation for the shape (though there could be some instances where an early issue of a newsletter used an incorrect name and I copied it)
- **Type of Teaware or Earthenware Shape** --- this provides further information on the image when needed.

SORTING

NOTE: the examples and images given below are from Excel 2010. If your version is earlier, it is likely to have the ribbon/menu versus the tab approach to executing commands. However, the names of the commands are the same in all Excel versions.

SORTING STEP 1 --- SELECT THE DATA TO SORT

Use your mouse and move it to the Name area, as indicated below. Press on the arrow tip and a drop down menu will appear. Select from the following:

> DB_AllClubs
> DB_ASCC
> DB_NSCC
> DB_SG
> DBPearce

Excel will move to the appropriate spreadsheet and Select (highlight) all of the data in that sheet.

SORTING STEP 2 --- CHOOSE THE SORTING CRITERIA and SORT

With the area to be sorted still highlighted, choose the **DATA** tab/command. Then, choose the **SORT** icon/command.

A dialogue box will appear. This allows sorting to occur on one or more columns in the spreadsheet. Leave the box checked that says "My data has headers"

First, check in the dialogue box to see if there are any sorting lines present; if so, select them and delete them. Next, press the "**Add Level**" button. A line will appear in the dialogue box under the "Column," "Sort On," and "Order" headings. Press the arrow under "Column" to choose the primary sort. In the example, I have chosen Keyword-1. Under "Sort On," leave the entry as "Values." Under "Order" choose whether you want the sort from A to Z or from Z to A. In the example, I have chosen A to Z.

A sort could be done at this point by pressing OK. For this example, two more levels of sorting are included ………. So again, press the "Add Level" button and choose what is to be the secondary sort. I chose Keyword-2 and set the sorting criteria the same as the first level. Finally, I repeated with a third lever, choosing Keyword-3. More levels could be added if wanted, and of course, any column/data element could serve as the primary sort. If the Excel data sorting functionality is new to you, best to try a number of sorts and experiment to see what works best for you. One IMPORTANT thing to remember: before doing any sort, Step 1 MUST be completed and the data to be sorted, highlighted.

Note the three Sorting levels

When you are satisfied with the Sorting criteria, press OK.   Your database is now ready to be scrolled and examined in the sorting order you specified!!!!!!!!!

SEARCHING / FINDING

Searching /Finding is a very useful technique if you want to look for a certain word or words contained in any column or columns in the database. It is my most used way to identify what issue of a newsletter or magazine has the article or image I want to see. Here's how it works:

SEARCHING / FINDING STEP 1 --- SELECT THE COLUMNS TO BE SEARCHED

Use your mouse and click on the letter above the column you want to search. If you want more than one column and they are next to each other, click and hold the mouse over the first column, hold down the left mouse button and then move the mouse over the next column(s). If you want more than one column and they are not next to each other, click on the letter of one of the columns, then press and hold the Ctrl key (on the keyboard) and move the mouse over the next column you want, and click on the letter above it; repeat as needed.

In the example, the Content and all three Keyword columns are selected. These are columns H, I, J, K.

Click here to start selecting
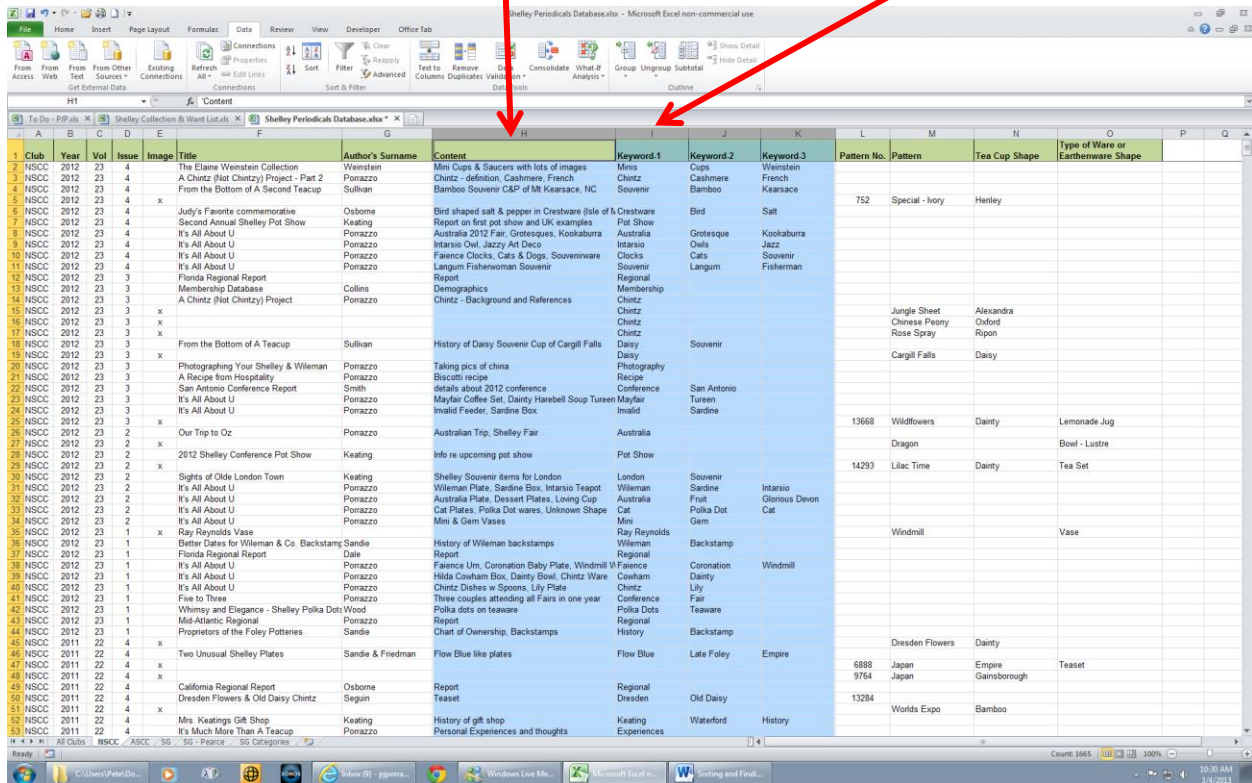
In this example, I will search for the word "Pilgrim" as I want to know what issue of the NSCC magazine had an article about the wares produced by Wileman, with images of American Pilgrims. I also knew that the author was Keating and could have searched the author column for her name, but I also knew she had written may articles and looking for what might be a single instance (of Pilgrim) was likely quicker.

SEARCHING / FINDING STEP 2 --- CHOOSE THE WORD(S) TO LOOK FOR

On the **HOME** tab or on the menu bar, choose **FIND & SELECT.** From the drop down list, choose **FIND.** A dialogue box will appear. Type in the word (in this case, Pilgrim) that will be used for the search. Then, press **FIND NEXT**. The first instance of the word will appear. Press **FIND NEXT** again (and again as needed) to locate all of the instances of the word.

First instance of the word "Pilgrim"

Dialogue Box

FIND NEXT button

In this case, I learned that the article was in the 2nd issue of 2004, so I could go to my bookcase and get it.

For further information on Sorting or Searching, try the Excel Help menu.