HOW TO USE JOURNALS

To view the Journals database point to TABLES and click JOURNALS.

The database will appear as a series of records. Asterisks in each of the green column headings denote whether that field is searchable, and clicking on each one arranges contents ascending or descending - signified by an upward or downward pointing triangle respectively.

The Search Bar will accept any names, dates or terms and has options for entering multiple terms. The page selection buttons will move through pages of batched records - one page up or down, or to the beginning and end of the whole database or selection. There are also options to export data to Word or Excel files.

To view an individual record, click the magnifying glass button on the extreme right hand side of each one. 🔎

The column names of a record's table are:

- Column 1 – `ref (*)` - the unique number automatically assigned to each record on its creation.

- Column 2 – `journal (*)` - the publication's name.

- Column 3 – `year (*)` - year of publication.

- Column 4 – `subject (*)` - the article's main people and organisations.

- Column 5 – `place (*)` - all locations mentioned in the article - including exact addresses if possible.

- Column 5 – `reference (*)` - this SEARCHABLE number is a composite of abbreviations denoting its publication, date, page number, and a sequential alphabetical letter denoting distinction from any other Marden items on that page.

For example, the article with reference KM/12/12/14/71A is from the Kent Messenger on 12th December 2014 and the FIRST on page 71 – denoted by the suffix 'A'. Clicking on it shows it is about some darts scores.

The article with a similar reference, of KM/12/12/14/71B has the suffix 'B'. This signifies the SECOND article on that same page. This one is about some hockey scores. You can search by these numbers or parts of them and this can be very useful when trawling for records previously viewed.

➢ Column 6 - 🔍 - clicking on this will show you the individual record.

➢ Column 7 - 📝 - for editors only.

➢ Column 8 - 📋 - for editors only.

📊 Clicking on this symbol at the top of the page enables you to print the information as an Excel file.

📄 Clicking on this symbol at the top of the page enables you to print the information as a Word file.

📊 Clicking on this symbol at the top of the page enables you to print the information as an Excel CSV file (comma separated values).