

Nauvoo Databank

Instructions for use

The Nauvoo Databank is written in Folio 4.2. This is a very powerful search engine, but until you know how to use it, it is not user friendly. Staff members, please, learn to search it, and then help patrons use this database.

Open - Click on the **Nauvoo Databank** icon, the Databank will open in Folio 4.2

Search - As in other programs, there are **2** ways to search, but **3** ways to get to a search.

1. In the bottom left side, there is a **Query Box**. To do a simple search, just type a name.
2. Next to the Query Box, is an **Advanced Search** button, click for the **Advanced Query Box**.
3. Another way to reach the **Advanced Query Box**, is to press **F2** to begin search.

Advanced Query - Type in a name, surrounded by " " and followed by an @ and a number.

For example, "Alexander Brim"@4. Click, **OK**. This means that the words Alexander and Brim will be pulled up if they are within 4 words of one another. As in, "Brim, Alexander", "Alexander Lynn Brim" or "Mr. Brim and son Alexander."

Scan - To scan through the material you have selected, press **F4**.

Tag - Select material you want to copy by tagging, press the **Control key (Ctrl)** and **T** at the same time.

You can tag many entries and export or print them at the same time. You may wish to save some tagged entries and then remove the tags before beginning a new search. If tags are not removed, you will export or print the same material again. **Important**. When a record has a **Membership** reference in the box above the information, print or export each name separately. This information is from the massive Susan Easton Black Membership Collection and several together is confusing.

Clear Tags - To clear tags select **Edit** and **Clear All Tags**.

New Search - press **F6** to exit the old search and **F2** to begin and new search.

Print - After you have tagged the material you want to print, press **File** and **Print**.

Export - After you have tagged the material you want to export, press **File** and **Export**.

Select the drive - **A** or your thumb drive.

Give the file a name.

Select **Rich Text Format**.

For more information go to the outline of a class on using the Database taught by Don Snow at:

<http://www.uvpafug.org/classes/dons/dons-nauvoodatabank.html>