

## 1761 Brearley House Artifacts – Using the Excel Index

### How the collection is organized

The collection is organized in boxes by **Catalog Number** and, within that, by **Row Number**. These terms are used in the cataloging process by Hunter Research and are simply identifiers. **They are the key to finding things and putting them back in the same place.**

Here is an example of abbreviated entries in the catalog showing the description of the artifacts, linked to their catalog and row numbers:

Catalog #	Row #	Material	Type	Subtype	Element
1	1	Copper Alloy	bridle	bridle	
1	2	Copper Alloy	spoon	table	whole

### How to find a particular object in the catalog

You do this by searching the artifact catalog using a computer running Microsoft Excel 2007 or later.

The artifacts are cataloged in an Excel spreadsheet that has 33 vertical columns, each representing a particular attribute or characteristic of each artifact or group of artifacts. There are 5718 rows, each row representing one artifact or group of artifacts.

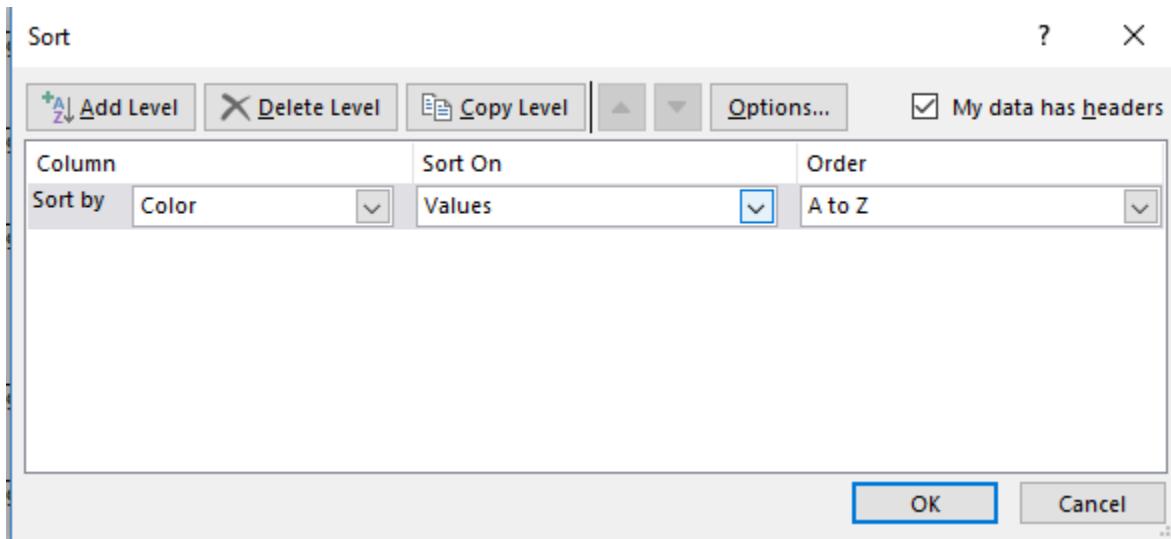
### Ways of searching

1. *Finding the artifacts which are illustrated in the report* (Photographs 5.1 through 5.7). The captions for these artifact photos include both a description of the artifact, and its Catalog and Row number in square brackets, e.g. [204.5]. You can easily find these artifacts by looking in the appropriate box.
2. *Using the Find and Select Function in Excel*. If you want to find, for example, all the coins in the collection, enter ‘coin’ (without quotes) in the Find and Select search box. The program will find the first instance of this word and highlight it. It will probably be in the “Type” column. Looking at the other columns on this entry will give you more information about the object: where it was found, what it is made of, its date, etc. Make a note of the Catalog and Row numbers for that entry (the first and second column from the left of the screen). Click on “Find Next”. This will take you to the next instance. Repeat the process as needed.

3. *Using the “Data Sort” Function in Excel.* Excel allows you to reorganize the artifact catalog table in various ways. By default, the table is organized by the first two columns: Catalog Number and then Row Number. This is why the first entry is 1.1.

However, if you want to group all artifacts having a particular characteristic (e.g. they are all coins) you can do that by using the Sort Function (illustration below).

- a) When you click on the link for the Excel file on the website, you will download a copy you can manipulate.
- b) Delete Row 1 (title row) since you don't need it.
- c) You can now use the “Sort & Filter” to create a custom sort. Click “Sort or Sort & Filter”, then “Custom Sort”.
- d) In the pop-up, you will see catalog # and row # already listed in the sort by area. Pick a different column to sort by in the drop-down under column.
- e) If you need to delete or add a sort level, do so by using the buttons on the top.
- f) Note you may also change the sort order, A to Z or Z to A for alpha columns and ascending or descending for numerical columns.



Adapted from notes by Dr. Ian Burrow on how to use and maintain the 1761 Brearley House artifact collection.