


This is what you'll see when you first go to the DL Library listing:

Microsoft Lists									
<a>Edit in grid view</a> <a>Export</a> <a>Integrate</a> ...									
Dragon's Laire Librarian's list <b>Dragon's Laire Library</b> ☆									
○ Title ↑	Cover	Author	ISBN-10	Category	Sub-Category	Location	Checked out to:	Date Checked Out	
... If you Lived in the Days of the Knights	✕	McGovern, Ann	0-439-10565-x	History		In Library			
100 Things you should know about Knights & Castles	✕	Walker, Jane	0-7607-5399-7	History		OV-2			
101 Celtic Borders	✕	Davis, Courtney	0-7153-2433-0	A&S	Design	In Library			
1066 The Year of the Conquest	✕	Howarth, David	0-670-69601-3	History	European	In Library			
1491: New Revelations of the Americas Before Columbus	✕	Mann, Charles	1-4000-3205-9	History	Americas	In Library			
1493: Uncovering the New World Columbus Created	✕	Mann, Charles		History	Americas	In Library			
16th Century Thread Wrapped Buttons	✕	Rosso, Porzia di Corbino	NA	A&S		In Library			
20,000 Years of Fashion	✕	Boucher, Francois	8109-0056-4	A&S	Fashion	In Library			
A Brief History of the Normans: The Conquests that Changed the Face of Europe	✕	Neveux, Francois		History		In Library			

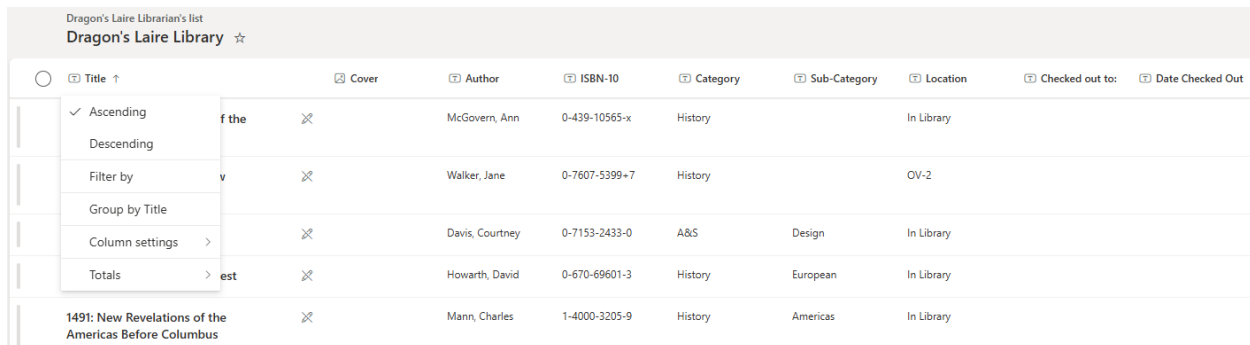
At this point, you have several options – you can scroll through the complete library (over 400 books), you can sort by Title, Author, or Category, or Sub-Category, or you can use the powerful filter capability (still under construction) to narrow down your search.

To Sort, you can click on a column name, like Author (shown below), and you'll get a drop down that provides options, like ascending, descending, group, etc. Click on a choice and the list will sort for you.

Microsoft Lists									
<a>Edit in grid view</a> <a>Export</a> <a>Integrate</a> ...									
Dragon's Laire Librarian's list <b>Dragons Laire Library</b> ☆									
○ Title	Cover	Author	ISBN-10	Category	Location	Checked out to:	Date Checked Out		
The Norton Anthology of English Literature Vol 1	✕	A to Z Z to A Filter by Group by Author Column settings > Totals >		Literature	In Library				
The Norton Anthology of English Literature Vol 2	✕			Literature	In Library				
Foundation: The History of England From Its Earliest Beginnings to the Tudors	✕ 		50-00361-4	History	In Library				

Now we get to filtering. You can filter using any of the columns, but there's different approaches and strengths/weaknesses.

Let's first look at filtering by Title. You have two choices to launch the filter capability. First, you can go to the same dropdown at the top of the column and chose 'Filter By'.



Dragon's Lair Librarian's list  
Dragon's Lair Library ☆

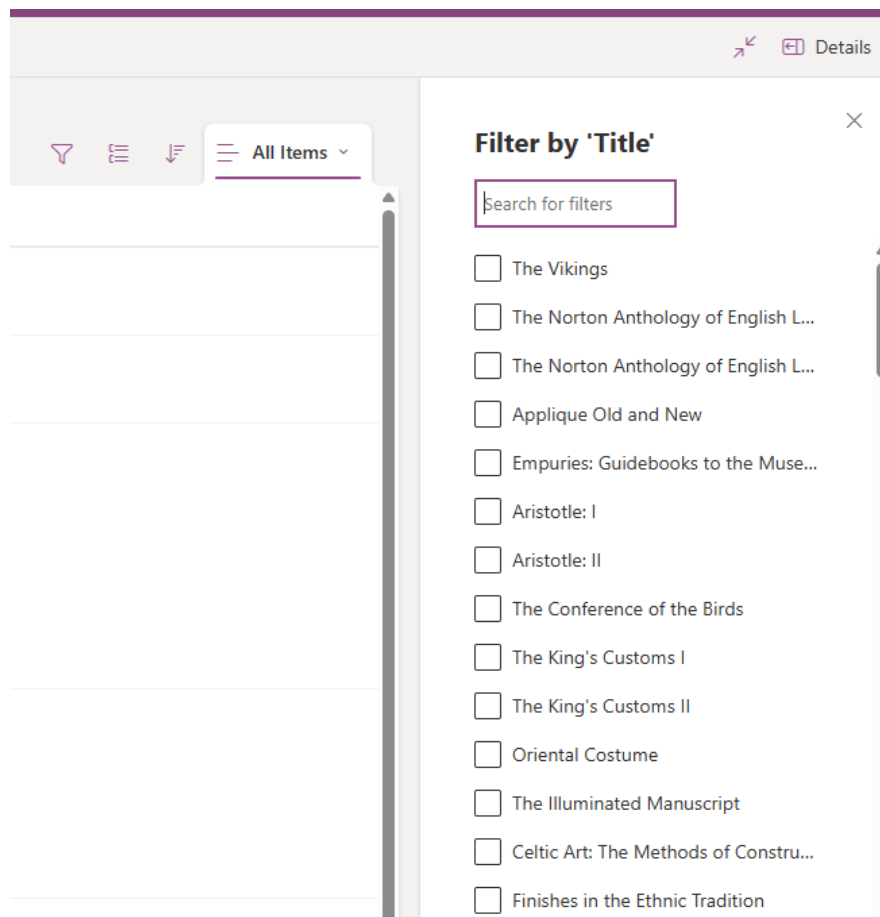
○ Title ↑	🖼 Cover	👤 Author	📖 ISBN-10	📁 Category	📁 Sub-Category	📍 Location	📅 Checked out to:	📅 Date Checked Out
✓ Ascending	f the	✖	McGovern, Ann	0-439-10565-x	History		In Library	
Descending								
Filter by	v	✖	Walker, Jane	0-7607-5399+7	History		OV-2	
Group by Title								
Column settings >	✖		Davis, Courtney	0-7153-2433-0	A&S	Design	In Library	
Totals >	est	✖	Howarth, David	0-670-69601-3	History	European	In Library	
1491: New Revelations of the Americas Before Columbus	✖		Mann, Charles	1-4000-3205-9	History	Americas	In Library	

This pops up a filter widget on the right. It lists columns with at least 30 unique items that can be used as a filter. Again, let's look at Title. You can see below that, while Title is in the filter widget, there's only 5 titles listed, but there's also a 'See All' link. Clicking that link

gives you a very long list of titles...listing each unique title on a line.

(that's the challenge with using title or author...too many unique instances). But don't lose hope!

There's a way to trim down the list of titles. In the 'Search for filters' box at the top of the list, you can start typing a key word. We'll use 'viking' for our example.



↗️ 📖 Details

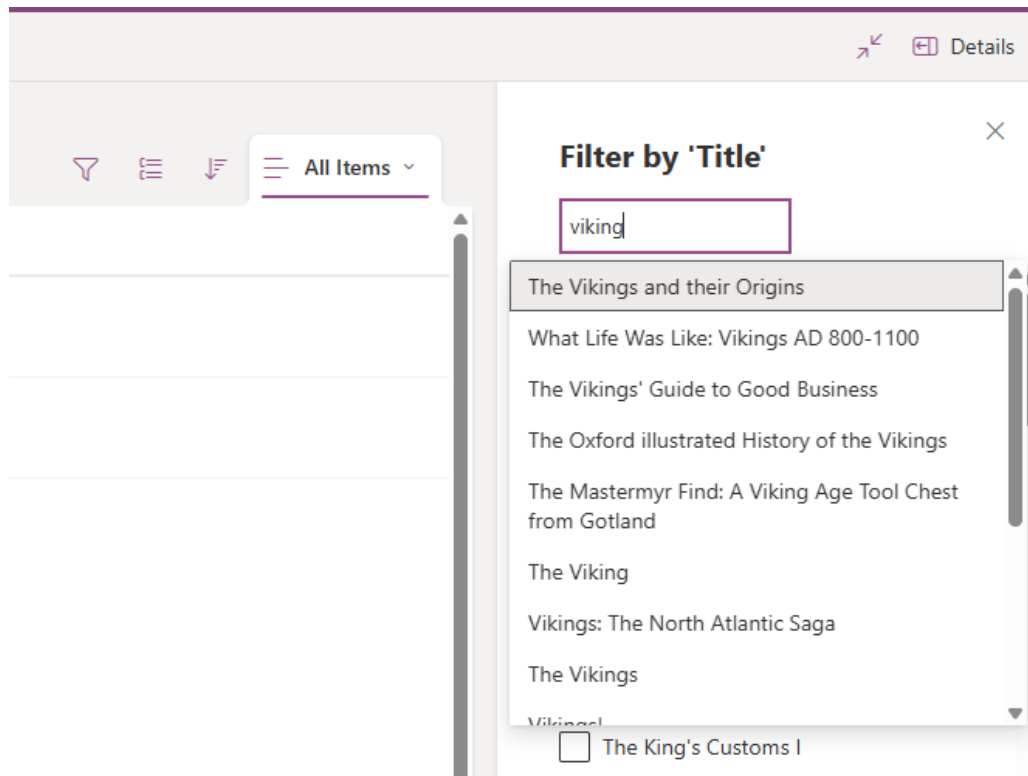
🔍 ⌵ ⌵ ⌵ All Items ▾

### Filter by 'Title'

Search for filters

- ☐ The Vikings
- ☐ The Norton Anthology of English L...
- ☐ The Norton Anthology of English L...
- ☐ Applique Old and New
- ☐ Empuries: Guidebooks to the Muse...
- ☐ Aristotle: I
- ☐ Aristotle: II
- ☐ The Conference of the Birds
- ☐ The King's Customs I
- ☐ The King's Customs II
- ☐ Oriental Costume
- ☐ The Illuminated Manuscript
- ☐ Celtic Art: The Methods of Constr...
- ☐ Finishes in the Ethnic Tradition

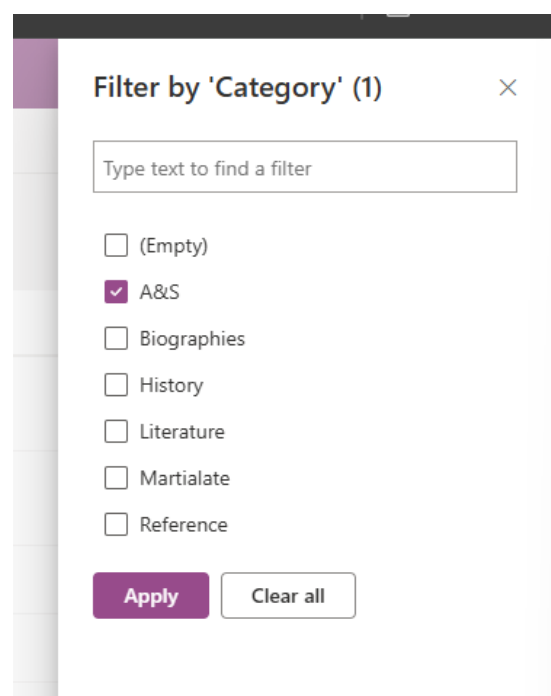
After typing 'viking', we see that there's a smaller, inset listing of books with viking in the title, with its own scroll bar.



You can scroll through that inset list to see if anything interests you, but selecting something won't affect the main list to the left...it won't just show you the selected title. So, you'll need to remember or write down the title(s) of interest, then scroll to them in the main list.

The better (?) approach to filters is still a work in progress, and that is using Category and Sub-Category. Category and Sub-Category have far fewer unique instances of each, so they are much more useful for filters.

For example, if you go to the top of Category and choose 'Filter by', you see a much shorter list of choices over in the filter widget. If you select, say, A&S in the filter widget, and select 'Apply', you'll see that the left side main listing now shows ONLY the titles that have the category of A&S. A&S is a high-level category so



that you can explore what the library has, then drill down further using sub-categories.

**\*\***To clear a filter, click on the funnel at the top right to open the filter widget and either unclick the boxes down in the listing or click on the funnel with the little 'x'.

The sub-categories are a work in progress. Not every title has one, and there are some discrepancies as I've been populating them rather quickly. I will groom them to be more accurate. They work the same as Category....click at the top of the column, choose 'Filter by', the filter widget opens. Select which sub-category you want (one or more)...you can use the search box at the top to find one. When you've selected which ones you want, you can click 'Apply' at the bottom of the filter widget and the left-hand listing will change to your selection.

Ok, last thing...you'll notice when clicking at the top of a column, there's a choice of 'Group by'...which will group the main listing by that column. Won't have any effect with Title or Author, since they're mostly unique. But it will group the listing by category or sub-category (or both, if you're feeling brave). To stop grouping, look for the group symbol in the upper right, next to the funnel. For these controls, if a dot appears, that control is active. The funnel would show a filter active/not active, the grouped lines show if a grouping is active/not active, and the lines with the down arrow show that a sort command is active/not active. Clicking on a symbol gives you a drop down with a choice to stop or change. The very first choice (with the x by it) will stop.

