

Audrey's Tips & Tricks

- Use the drop-down arrows at the top of each column to search for a date, name, or keyword related to what you're looking for information about.
- Less is more! Because of how Excel searches, the words you search must match perfectly, so use short keywords. If you aren't finding anything, try leaving off any S's, -ing's, other suffixes, or extra words such as "and", "a", or "the."
 - Instead of searching for "Five and Dime" just search for "Dime" or "Five & Dime".
 - For example instead of searching for "Parades", try searching for "Parade".
 - Instead of searching for "burning", try searching for "burn" or "fire".
 - Instead of searching for "a contest" just search for "contest".
- Old-timey words. If you can't find something you're looking for, especially if it was an old newspaper article, try using an old-fashioned word.
 - For example, instead of searching for "tornado", try using "cyclone".