The Thame 17C Database

Instructions for operating the Thame 17C Database.

The database operates under Microsoft Access97 which must be installed on the hard drive of your PC. The database occupies 3.6mb of hard disk space.

Install to hard disk.

Create a directory called C:\Thamedata. (assuming your hard drive is C:)
>   **TIP:** In Explorer - highlight *C:* - select - File – New – Folder and change name to '*Thamedata*'

Copy the files *17C_Thame_FE.mdb* and *17C_Thame_tables.mdb* to *C:\Thamedata*.

Change the "read only" attribute for both the .mdb files.
>   **TIP:** In Explorer - highlight the files - select - File - Properties - and uncheck the 'read only' box.

Operating the database.

Open the 17C_Thame_FE.mdb file from either Explorer or Access97. The database will auto-load the Spinetable and open the first screen. Navigation around the database is achieved by selecting from option buttons.

The "Open Door" button will return to the previous screen.
Query results may be viewed on screen using the "Finger Pointers" to move forwards and backwards through the selected records or may be printed using the "Preview Documents" button when available.
The "Printer" button will print the particular screen in view.

Opening Screen

The Opening screen gives options to:
>   Find out more about the database using the "World" button.
>   Find out more about the constituent tables using the "?" button.
>   Move to the Search screen using the "Names" button.
>   Exit the database using the "Stop" button.

About the Database Screen

The "World" button takes you to the "About the Database" screen. Please read the latest release notes using the "Release Notes" button. The "Spine Table" controls will refresh or delete the spine table, you probably will not need to use these buttons at this stage. The "Codes Tables" buttons will give a print out of each of the unique codes used throughout the database, these will be useful later as your knowledge of the database improves. Exit using the "Open Door".

About the Tables Screen

The "?" button takes you to the "About the Tables" screen where you will find details of each of the Source Data tables used in the database. They are displayed in alphabetical order of the Source Code, use the "Finger Pointers" to navigate backwards and forwards through the tables. At each screen the "?" button will display the table in its entirety. The "Preview Document" button will print a full list of the data tables.

Names Select Screen

The "Names" button takes you to a query select screen where the criterion for a search are entered. The options available are.

Surname.   Select a name from a pull down list or type in the desired name. The search will return all persons with that name plus other persons with similar names. Leave the option as * to return all records.

First Name.   Type in the particular name or use a combination of letters and the * as a wild card to represent other letters. Leave the option as * to return all records.

Occupation. Select an occupation from a pull down list or type in an occupation. Leave the option as * to return all records. The search will return all persons with that occupation plus persons with other similar occupations.

Title. Type in the particular Title or Prefix or use a combination of letters and the * as a wild card to represent any letter. Leave the option as * to return all records.

Year. Replace the earliest and latest years with the required years or leave with the default years to search the whole database.

Note the Surname search is carried out against a group of similar names, the first alphabetic name in that group will momentarily appear in the Surname window at the start of the search.

Search Results Screen.

The results of the requested database search will display all the records that match your choice using the coding methods behind the scenes. The records are displayed in date order. Use the "Finger Pointers" to navigate backwards and forwards through the records. The "Preview Document" button will print a full list of the data records that have been retrieved. At each record the "?" button will allow you to view more details about the person record. Where the record is an Inventory or Will then two extra buttons are available;

The "Preview Document" button will provide a print out of the recorded details of the document.

The "Copy Document" button will take you to print preview of a transcript the Will or Inventory.

Advanced methods of operation.

The whole database may be opened without the Autoload facility.

Open Access97 and select "Open an existing database".

Highlight *17C_Thame_FE.mdb* and then hold down the "Shift Key" of your keyboard whilst selecting "Open". To use the database and the queries in this mode the Spine Table must be populated manually, either select the Macro "SetupSpineTable" or actuate each of the append queries individually.

The Data Tables are stored in the database *17C_Thame_Tables.mdb*. The tables may be accessed by opening the database directly from Access97, however the SpineTable can only be populated from the Macro or Append Queries in *17C_Thame_FE.mdb*.

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