

GUIDE FOR USE OF WHITE ROCK CONCERTS' ARCHIVE LISTING

The White Rock Concerts' Archive Listing requires the use of Excel software to fully explore its searchable features. If you have Excel on your home computer, you will first need to download the file: "**WRCS Archive Listing.xlsx**" from this webpage and save it onto your own computer. Then you can work with it.

"WRCS Archive Listing" is a password-protected file so that only the author(s) can make edits. When you open the file, you will be prompted for a password but, instead, just click on the tab "Read-Only". You will now see the full spreadsheet listing of all available White Rock Concerts programme information that we could find!

Listing Overview:

Each column heading has the ability to search for any subject of interest to you. Let's look at each of the columns one at a time:

"Concert Season" identifies the years spanned by that season. Eg. 2017-2018

"Concert #" identifies the order in which the concerts were presented within each season. Typically, we have been featuring 7 concerts per season since 2010-2011.

"Canadian/Foreign" identifies with a "C" or an "F" the nationality of the performing artists. Sometimes our ensembles represent both "C/F".

"Instrumentation" identifies the nature of the performing ensemble. Eg. Violin, Piano, Vocal Soloist, String Quartet, etc.

"Composer" identifies the composer (or sometimes arranger) of the piece performed.

"Composition" identifies the name of the piece performed.

Using the Searchable Feature:

Within each column heading cell, you will notice a small arrow-shaped icon in the lower righthand corner. If you click on that icon, a sub-menu will appear listing all of the available entries under that column heading.

To demonstrate how this works, let's begin with a relatively simple example. Suppose you wanted to find out all of the concerts presented in the 2003-2004 season. Here are the steps:

- Click open the sub-menu within the "CONCERT SEASON" column heading.
- The first item listed under the sub-menu is "(Select All)". Click on the check-mark beside this entry and this will in fact *de*-select all of the season dates listed below.
- Now scroll down with the slider on the righthand side of the sub-menu until you see "2003-2004". Click on the little box to the left of that entry to select it.
- Scroll back up to the upper part of the spreadsheet and you will now see listed *only* those concerts that were presented in the 2003-2004 concert season.

Once you've completed your search and reviewed your results, there's an important step you need to complete:

Re-open the "CONCERT SEASON" column sub-menu you were just in and now click on the "Clear Filter" button. This will now restore the full archive listing to visibility enabling another selection and search.

To complete another search, repeat these steps in the Column Heading of your choice.

Here's another example: Perhaps you're curious to know which compositions by Franz Schubert have been presented. Here are the steps:

- Click open the sub-menu within the "COMPOSER" column heading.
- Click on the check-mark beside the "(Select All)" entry to *de*-select all of the composer names listed below.
- Now scroll down with the slider on the righthand side of the sub-menu until you see "Schubert, Franz". Click on the little box to the left of that entry to select it.
- Scrolling up to the upper part of the spreadsheet, you will now see listed *only* those presented pieces composed by Franz Schubert, including the seasons and concert numbers in which they were presented.

Again, once you've finished reviewing your search results, re-open the "COMPOSER" column sub-menu and click on the "Clear Filter" button to restore the full archive listing to visibility enabling another selection and search.

You can follow these same procedures to search for a favourite instrumentation ensemble. For example, you could search for all "String Quartet" ensembles under the "INSTRUMENTATION" column.

It is our intention to keep this Archive Listing up to date and to make available the fully updated Archive Excel file on the WRCS website following the end of each concert season.

In the meantime, have fun with this!!