**How to find your way around the Online TPG Library List**

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1. Go to TPG Website (trianglepotters.org) and click on the **Resources** page (The Library list will be found at the bottom of the page)
2. Click on the word “**here**” and the library list will download as an Excel spreadsheet directly to your computer or tablet
3. Once the worksheet is on your computer, you may see a yellow bar indicating that the worksheet is in **Protected View**. Click on **Enable Editing** to access additional features to make your search easier.
4. Excel has a very nice search feature called “filters” that is in place when you download the spreadsheet. Click on the small square with an arrow located in the lower right hand corner of the title cells (example cell A1, B1, C1, etc). A drop down list will appear and you can uncheck all the items and click on the one (or more) items you wish to search for.
   1. This is a good way to browse for a group of books (see item 5), or
   2. You might have a title or author in mind … the filter helps narrow your search
5. We have categorized books according to their primary subject matter (Column C **Group**) … sometimes that can be difficult because many books cover multiple topics concerning clay process, history, decoration etc. Categories included the following:
   1. A = ART (Regions/Styles/Themes)
   2. C/G = Clay & Glazes
   3. G = General Pottery
   4. H/D = Handbuilding/Decoration/Design
   5. K/F = Kilns & Firing
   6. L = Local NC Potters
   7. P = Potters (not NC)
   8. R/T = Reference & Technical

