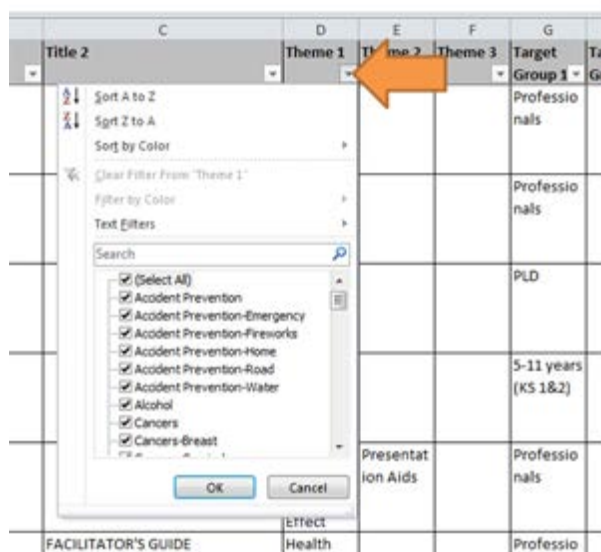


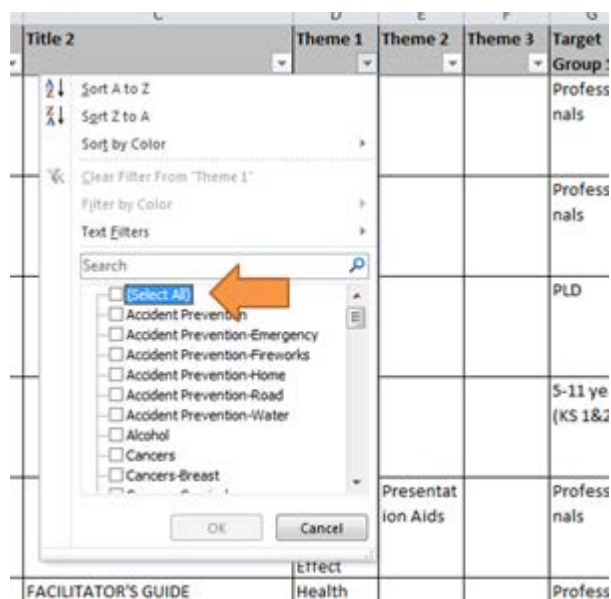
Guidance notes for using the health resources spreadsheet filters

1. Click on the spreadsheet link and then select 'Open'.
2. You will then need to filter what you want by type, target group and format. For example, if you are a professional who wants to find resources about smoking during pregnancy you will need to do the following:

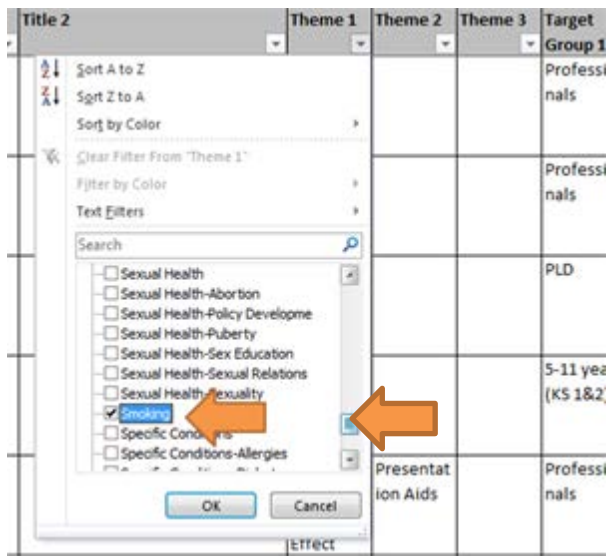
- Choose your first theme:
 - Click on the arrow in the box called 'Theme 1' (Row 1, Column D)



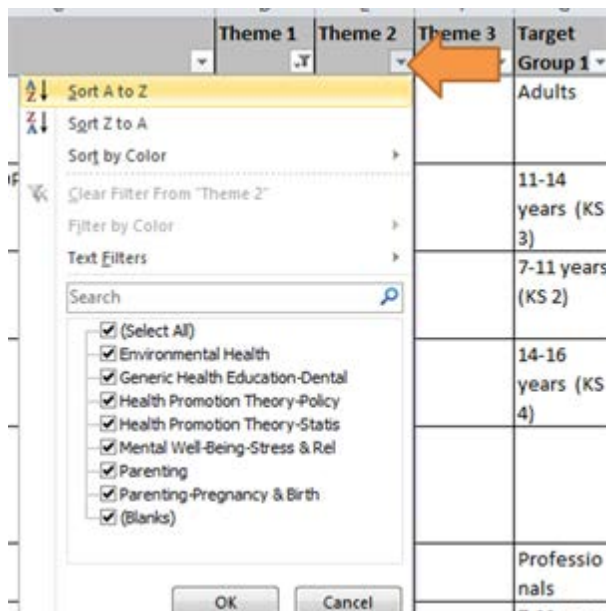
- Deselect everything by unchecking the top box '(Select All)'



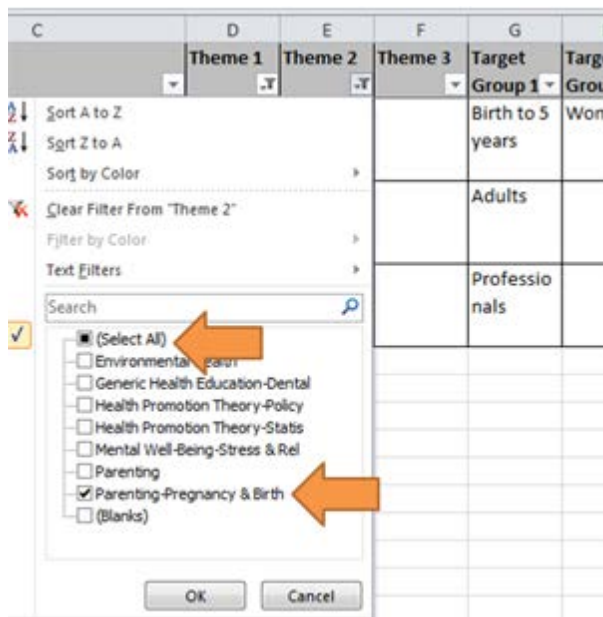
- Use the right-hand scroll bar to find 'Smoking'
- Check the box next to Smoking



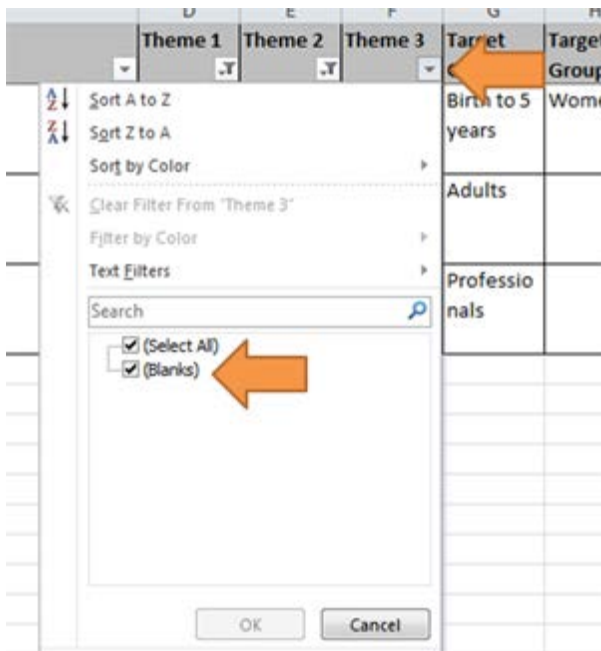
- Select 'OK'
- Then continue in the same way by choosing a secondary theme:
 - Click on the arrow in the box called 'Theme 2' (Row 1, Column E)



- Deselect everything by unchecking the top box '(Select All)'



- Scroll down to 'Parenting – Pregnancy & Birth'
 - Select 'OK'
- Theme 3 shows there are no more filters:



So, next choose a target:

- Click on the arrow in the box called 'Target Group 1' (Row 1, Column G)
- Deselect everything by unchecking the top box '(Select All)'
- Use the right-hand scroll bar to find 'Professionals'

- Check the box next to Professionals
- Select 'OK'

You will then see in Column J that there is a teaching pack with DVD available to loan. Column A will tell you the catalogue number is 03/T/004, and Column B will tell you its title. You will need these when you complete an order form, so make a note of these details.

3. To continue searching for other resources, simply reset the spreadsheet by removing all the filters you have added by reversing the process.