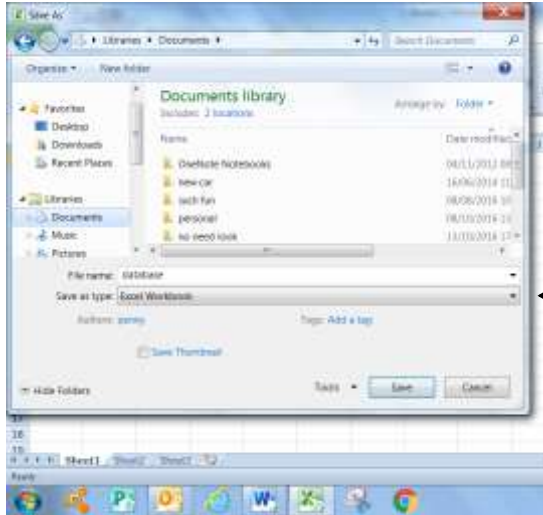
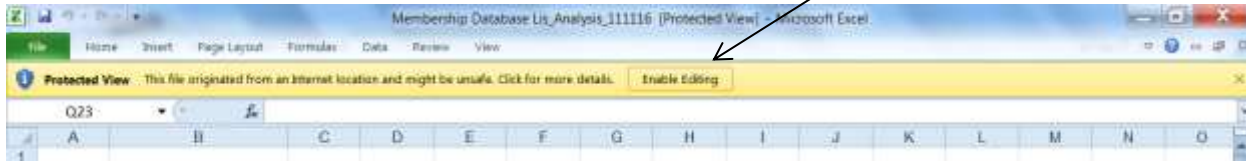


## How to use "Find a Friend" to suit your objectives.

Once you have opened the spreadsheet, save it to your own computer with any name you like but being careful to save as an Excel Workbook. (You may need to click the yellow command to 'enable editing, first.)



Then you can work in that document, changing it as you wish, without doing any damage to the original.

First, I suggest you find yourself and make sure your entry is correct. The quick way is to click on "Ctrl and F" together then into the box type your surname. Click 'find next' then use the 'enter' key to move down the sheet. There may be more than one person with your surname but I am sure you will recognise yourself!

If there are any mistakes in your entry then email [smhaenquiries@gmail.com](mailto:smhaenquiries@gmail.com) so that we can update the master copy for next time.



To find a friend you can do exactly the same but using their name now, name at school or first name...You will see their email address if they have given permission to share it. If it is not shown, please email [smhaenquiries@gmail.com](mailto:smhaenquiries@gmail.com) and we will forward your message. We are always very happy to do this.

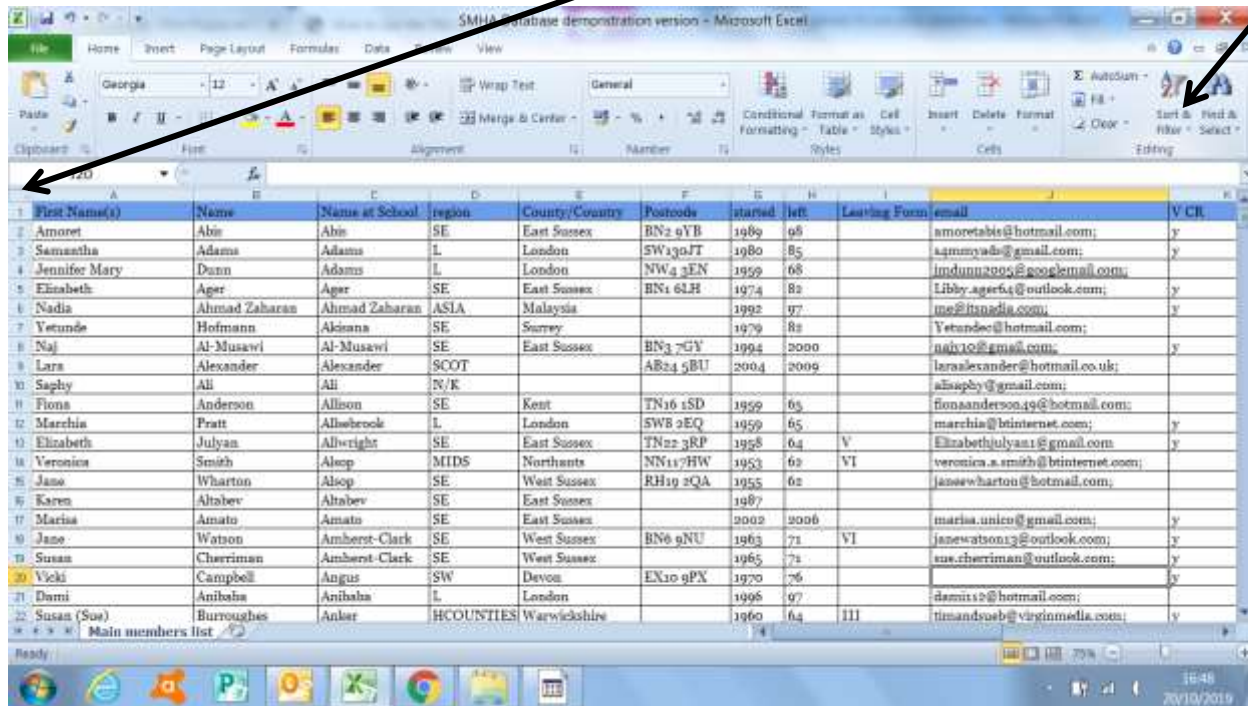
Otherwise, network independently in your own time and using your preferred method.

You may want to find other friends who were at school at the same time as you, or who live locally to you, or see whether they are members of the Virtual Common Room.

The easiest way is to sort the sheet.

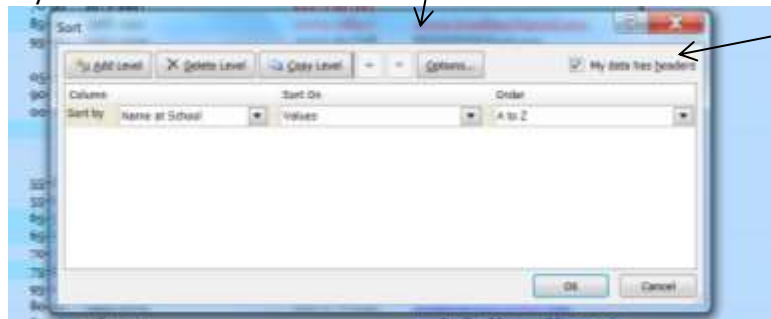
First, highlight the whole sheet by clicking in the left hand corner.

Now click on 'Sort and Filter' and 'custom sort'

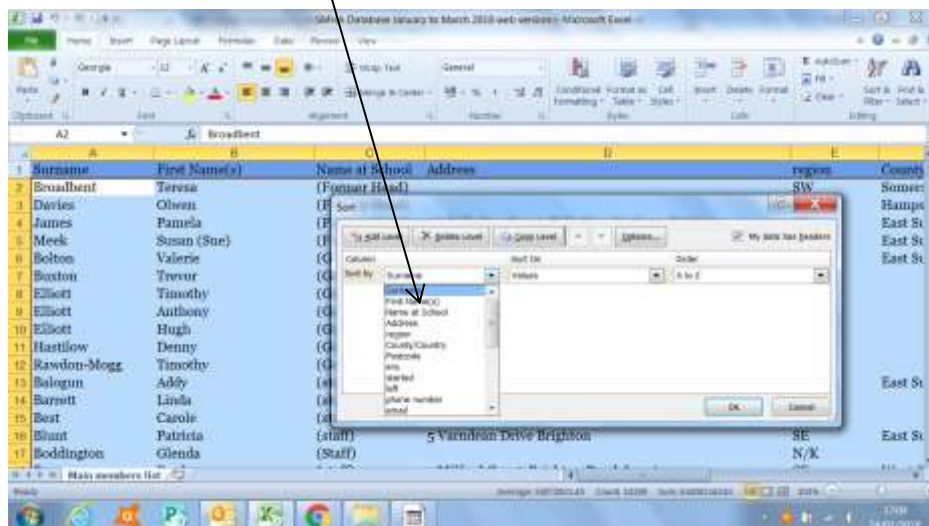


When you click on "Custom Sort" this is the window which opens:

If yours does not look exactly like this, check that you have a tick in the box which says 'my data has headers' and if not, tick it yourself.



Click on the first box (name at school) and this comes up:



Once you click on 'left' and then 'OK' the sheet automatically sorts.

If you get a message asking you about irregularities of numbers/texts then ask it to do this -



I am not sure why the error message may be showing unless someone has typed a letter O instead of a number 0...but let's not worry ☺

So all you need to do is scroll down to the years which interest you.

You may also want to see if any OGs live near you – perhaps you feel you could suggest a get-together!

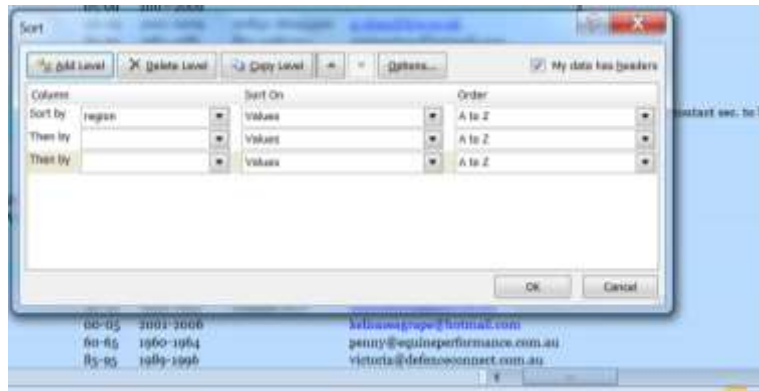
Back to the sheet and the 'sort' menu.

This time, you are going to start with 'region' but before you click OK you are going to get clever!

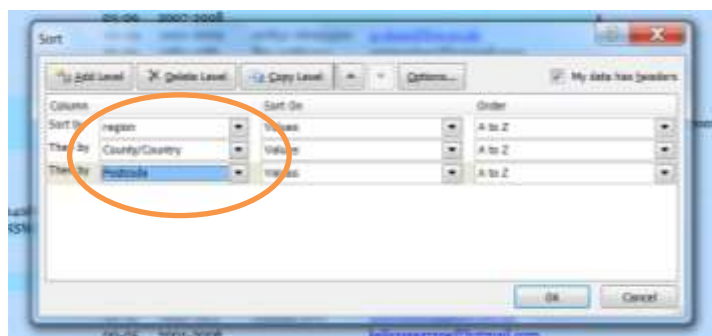
Look at the image and click on 'Add Level'



Click it twice so that your window looks like this:

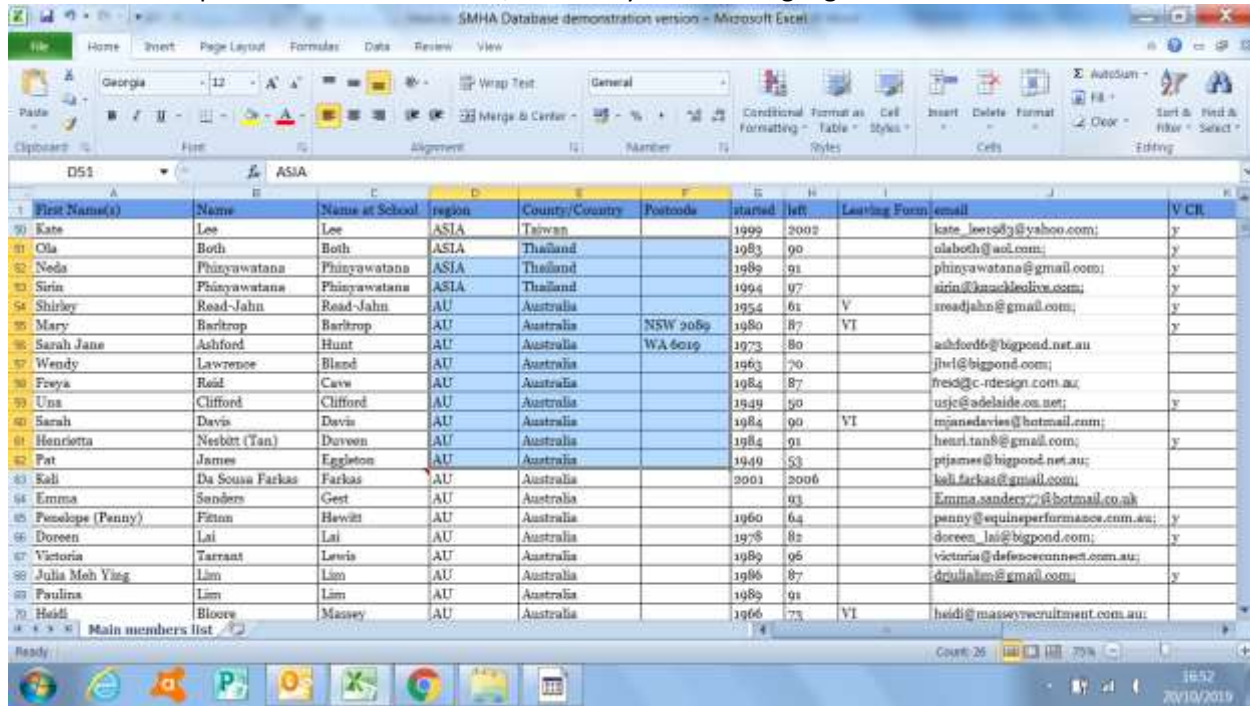


And select 'County/Country' and 'Postcode'



When you click OK your worksheet will sort first into Region, then within Region, by County/Country and then Postcode.

Here is an example with the three 'sorted/filtered by' columns highlighted:



We have 27 "regions" namely:

region	
AF	Africa
ASIA	Asia/Far East
AU	Australia
AUNZ	New Zealand
CA	Canada
CI	Channel Island
EA	England, East Anglia
EIRE	Eire
EU	Mainland Europe
HCOUNTIES	England, Home Counties
L	England, London
MEAST	Middle East
MIDS	Midlands
N/K	Unknown
NE	England, North East
NI	Northern Ireland
NW	England, North West
RSA	Republic of South Africa
RU	Russia
SAM	South America
SCOT	Scotland
SE	England, SE
SW	England, SW
USA	USA
WALES	Wales
WIndies	West Indies

Within each region you see the counties/areas. For example, within EA you see Bedfordshire, the Cambridgeshire, then Essex, Lincs, and so forth. Thus you can contact those Girls who leave near you 😊

It may be that the web version you look at is slightly different but the principles still hold and this way of sorting and looking at the sheet will work!

The important things to remember are:

1. Once you have saved it into your own computer you CANNOT DO ANYTHING WRONG!

The worst thing is that you lose what you are looking at – the original will still be waiting patiently on the website for you to start over!

2. If you encounter any problems, or see any mistakes you would like us to correct, please email [smhaenquiries@gmail.com](mailto:smhaenquiries@gmail.com) and we will get back to you.

We would be really interested to hear from you when you have looked at the sheet as to whether it has spurred you on to network with more Girls (and staff) from your time at school, or near where you live.

Happy surfing

Penny (Titheradge) Harrison and *The Team*.

December 2019