# Quick Tips - Chronology Spreadsheet

## Suggested Searches for Columns
Filter - (A)Year, (B) Month, (C) Date, (J) Mortality
Filter or Text Filter - (E) Disaster, (F) Disaster Type
Text Filter - (G) Description, (H) Locality, (I) States

## Clear Filters
After completing any search (in one or more columns) make sure to **clear all filters** (in each column used to aggregate information). This will return the document to its' normal state and be ready for the next search.

## Highlighting
If you want more information on an event, look at original Chronology document. It often has more information – look for the highlights.

## Important Information, Symbols, and Terms, Definitions and Abbreviations:

## Important Information:
Where indicating there is highlighting within the original documents for more information or review footnotes.
Subgroups within the Document
Within some disasters, subgroups will better detail the event: one such example is the 9/11 terrorist attack of 2001. It is more important to detail each event than to only give just one collective figure.

## Symbols:
~ near/approximation
< less than the number listed
> greater than the number
< or > the exact number with less or greater as denoted by the sign.

## Terms, Definitions, and Abbreviations:
Please refer to the document, Terms, Definition, and Scope, under the About Project for more information.
Co. - county
Esp. - especially
Nationwide –What we think of as the U.S. today and its' Territories.
Regionally – refers to sections of the country like the Atlantic Seaboard, the Mid-West,
        The regional areas are used to pointing in a direction not always exact.
Registration States – Those States registered with the CDC to report.