

INTRODUCTION

The Sinclair Ross Archive contains a wide variety of documents including scientific papers, manuscript notes, excursion notes and handouts, letters and other material. It was collected by the late Sinclair Ross, the first (and so far only) President of the Highland Geological Society. On his death in 2013 it was passed by his daughter to the Society. It was listed by a small team of volunteers between 2022 – 2025.

Sinclair kept all this material in a variety of storage boxes, envelopes, ring binders and pamphlet boxes, roughly arranged by subject. This arrangement has been maintained, with only a few minor amendments. All storage media are referred to as 'Boxes'.

The archive is currently kept by: Ann & Peter Reynolds. Any member wishing to use the archive or a particular item should contact the custodians via HGS email.

SEARCHING THE ARCHIVE

There are two basic ways to search the archive – either by searching the list of boxes and asking to search a whole box, or by using the search function in Excel. Instructions for the latter are given below:

SEARCHING A FULL WORKBOOK: BASIC INSTRUCTIONS

Open the master spreadsheet

<ctrl> F to bring up 'Find and Replace' panel

Under the 'Find' tab (don't use 'Replace')

Click on 'Options >>' to bring up more menu items

1. Very simple search for a single word in the whole workbook (all sheets)

- type in your word in 'Find what:'

- make sure you have selected 'Within: Workbook'

(Note: in general leave all other settings unchanged. If necessary set to Search: 'By Rows' and Look in: 'Values'. No need to tick Match .. boxes.

If you select 'Find All' you will get a list of all occurrences of the search term. You can expand the window both ways to see the detail.

If you select 'Find Next' you will get them one at a time, starting from where you are on the spreadsheet.