

# Instructions

## TOP OF SCREEN OPTIONS:

**Quick Search:** searches the entire database for what is typed in this space.

**Columns:** choose the columns (field names) to view on the screen.

**Sorting:** choose sort order for your selection

**Search (advanced):** select the information for your search using multiple choice options for the columns (field names): Equal to = type exact name; the other options are self-explanatory: Starts with, Contains, Different from.

**Exit:** leave the program

**BOTTOM OF SCREEN:** View Options (10, 15, 20 or 50 records on the screen)

**FAR LEFT COLUMN:** left click your mouse on the magnifying glass symbol ( Q ) to view the entire record (all fields)

**COLUMN HEADER:** the arrow symbols ( ^v ) allow the user to order the names in this column (field) alphabetically (A to Z) or in reverse order.

## DEFINITIONS OF FIELD NAMES

**Dbase:** country or territory name

**Region:** North America, Central America, South America, Caribbean-English, Caribbean-Spanish, Caribbean-French or Caribbean-Dutch.

**RITA Tradition:** see the PROLADES Religious Classification Code document at: <http://www.prolades.com/clas-eng.pdf> (English) or <http://www.prolades.com/clas-spn.pdf> (Spanish).

**Clascode:** see the PROLADES Religious Classification Code document at: <http://www.prolades.com/clas-eng.pdf> (English) or <http://www.prolades.com/clas-spn.pdf> (Spanish).

**Dencode:** abbreviation of the church or denomination name.

**Barrio:** neighborhood

**District:** subdivision of a municipality or city

**Municipio-Canton:** municipality or city

**State-Province (or Department):** major geopolitical division of a country or territory.

**FOR ADDITIONAL INFORMATION, SEND US AN E-MAIL WITH YOUR REQUEST:**

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