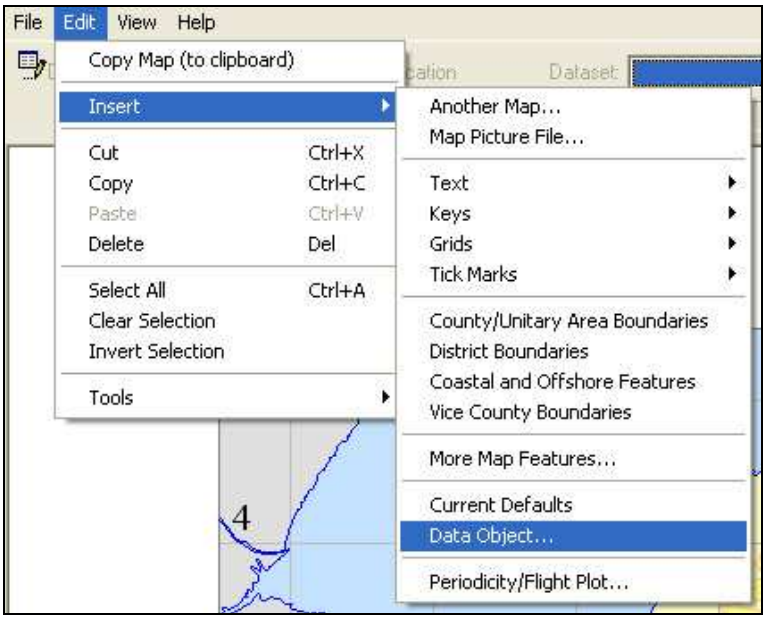
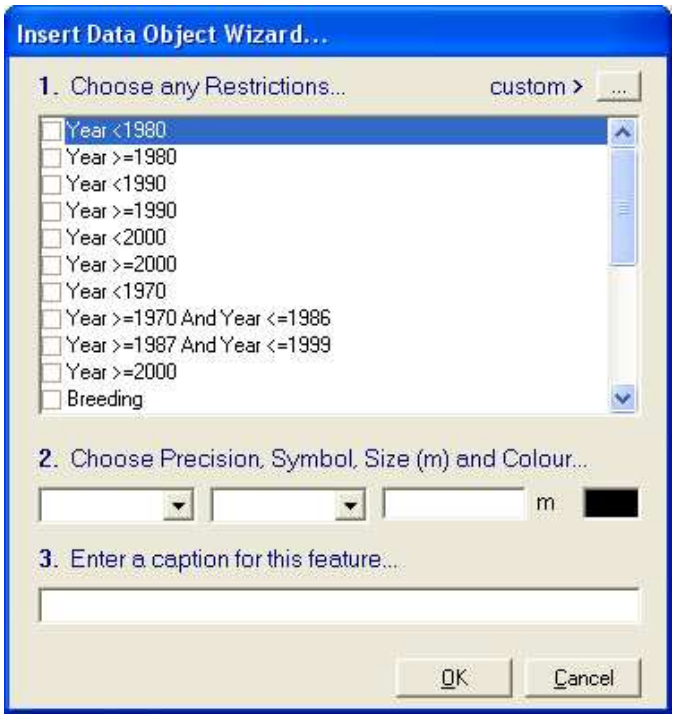
In order to add or edit feature in an atlas, it is necessary to turn on the features drop-down – click the purple tick.

Now the 'Insert' option on the 'Edit' menu shouuld be available and you can add a new **data object**



This will produce a pop-up window with a selection of preset date classes etc.



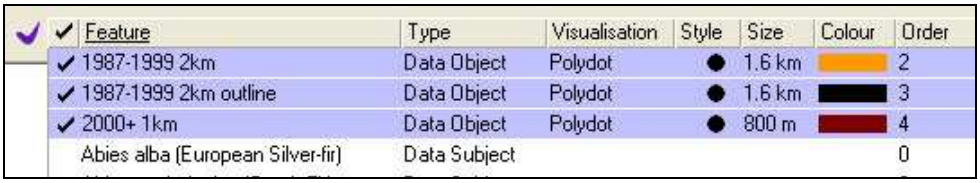
You will need to select the appropriate precision, symbol, size, colour and an appropriate feature name (caption).

If the date range you want isn't shown in the presets, select any date preset and the data object can subsequently be edited to adjust this (see *Editing a data object* below). Within reason, you can have as many data objects in an atlas as you like and they can be switched on and off by ticking and unticking the feature in the drop-down.

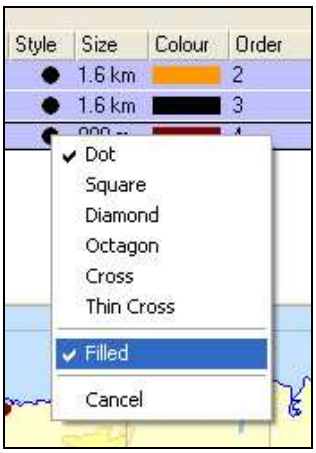
To successfully show more than one date range it may necessary be to adjust the size of the symbols and the order in which they display.

You can sort the features in the drop-down by clicking on the column header.

To change a feature, click the right button with the cursor over the item you wish to change. Note that if you rename a feature, you need to press return (=enter) after changing the text. If you 'switch' a data object on or off, it is often necessary to reload the atlas (File menu>Reload or Ctrl-R).

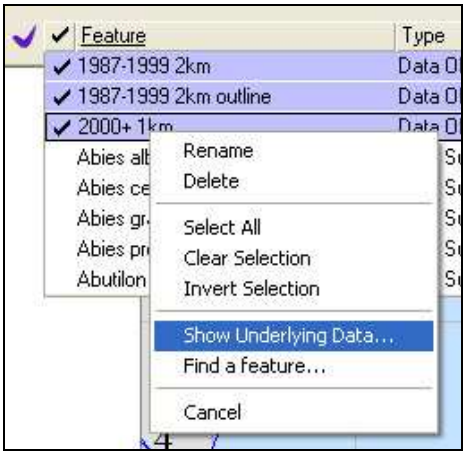


It can be useful to use open symbols – untick the filled option.

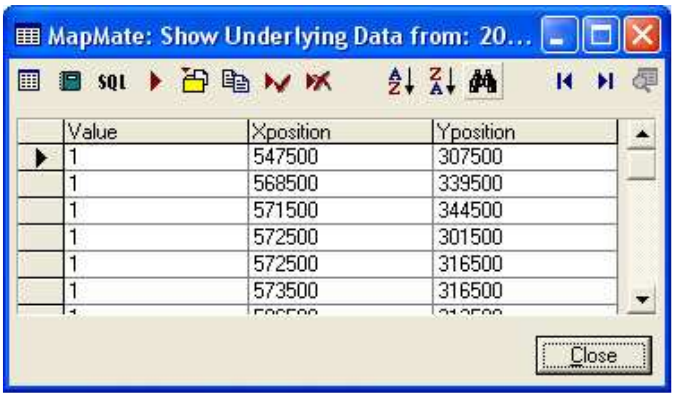


Editing a data object

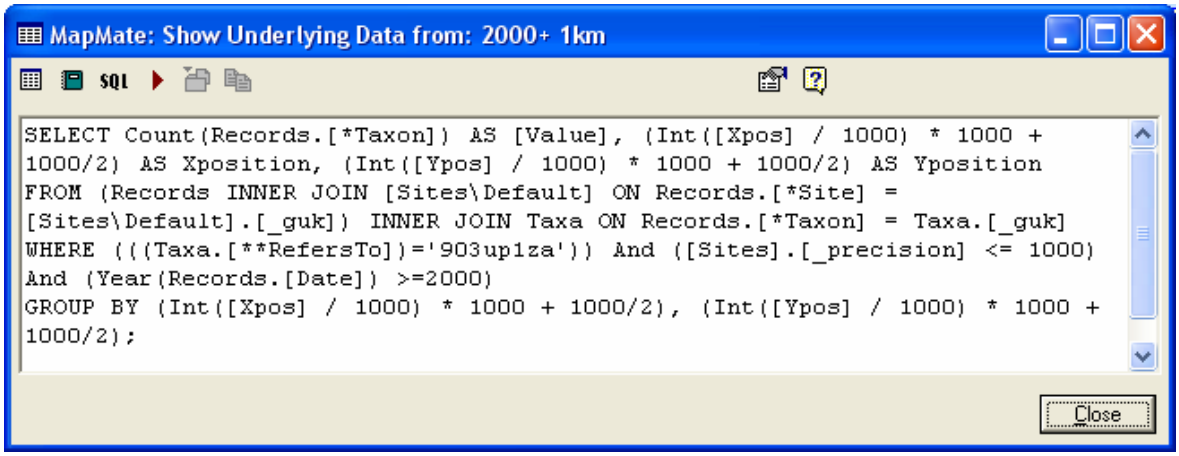
With the cursor over the feature name, click the right button and select 'Show Underlying Data…'



This will display a list of the coordinates of the dots.



Click the SQL button to see the underlying query.



We are interested in the WHERE clause:

WHERE (((Taxa.[**RefersTo])='903up1za')) And ([Sites].[_precision] <= 1000) And (Year(Records.[Date]) >=2000)

It is quite straightforward to edit this:

e.g. you could change
… And (Year(Records.[Date]) >= 2000)
to read:
… And (Year(Records.[Date]) >= 1951) And (Year(Records.[Date]) <= 1986)
to give a date class of 1951-1986

Note that you need to be careful about the SQL syntax.

When you are happy with your edits, click the save button , close the SQL window, reload the atlas (Ctrl+R) to see the changes and rename the feature to reflect the new query.