

# Databases and Spreadsheets: A Guide to Good Practice#

Edited by Kieron Niven#

## Section 1. Introduction to Databases and Spreadsheets#

- 1.1 [What are Databases and Spreadsheets?](#)
- 1.2 [Current Issues and Concerns](#)

## Section 2. Creating Databases and Spreadsheets#

- 2.1 [General Considerations](#)
- 2.2 [File Formats](#)

## Section 3. Preserving Databases and Spreadsheets#

- [3.1 Deciding What to Archive](#)
- [3.2 Deciding How to Archive](#)
- [3.3 Metadata and Documentation](#)
- [3.4 Structuring your archive](#)

## Appendices#

- [Case Study 1: Inrap: Archival Preparation of the ArchéoDB field registration system](#)

## Bibliography and Further Reading#

- [Bibliography](#)