

HELP

QUERY

The **Main Query** page can find particular documents you may be seeking. Enter selections under the one or more of the 3 separate sections and press **Next**. This will generate a list of all the documents that comply with your choices. You can then click on each document to explore the information it contains. Clicking on further names thus revealed will enable you to see the information held about the new names.

The page you are on can be sorted by clicking a column header. If the list you have generated runs to more than one page you can use the page numbers at the bottom to move on but if, you sort, then only the current page is sorted, not the whole list.

List

This button will generate a sortable list of the whole list you were on when you clicked it. The resulting list can be sorted (ascending or descending) by selecting the column heading. This is useful when your list runs to more than one page. Close deletes the sortable list.

Print

This button will send the current list to your selected printer

N.B. When you have finished using the **MAIN QUERY** section remember to clear all your entries. If you leave them uncleared and move to other sections of the database they will affect the later lists you generate.

DOCUMENTS

The **Document Query** page enables you to search for particular variety of document rather than one quoting people or place names. Thus, you could search DOCUMENT TYPE to find just "Wills" or **COLLECTION** to find just "Photographs". Alternatively, you could insert in **KEYWORDS** any word that you think might appear in the documents you seek. This will search all database tables except the ID table. **LIST** and **PRINT** operate as above.

PEOPLE LIST

For many people this will be the principal search area.

On the header, enter details you know and click **UPDATE**. This will give you a list of all the people complying with your choices. If this doesn't help, try widening your choices. The page you are on can be sorted by clicking a column header. If the list you have generated runs to more than one page you can use the page numbers at the bottom to move on but if, you sort, then only the current page is sorted, not the whole list.

You can then narrow things down by selecting an individual name. Again, clicking **UPDATE** will produce the **PERSON DETAILS** page. Here you will find the details we know about that

person including his relations (which is interpreted to include many connections other than just family ones) and all documents in which he is mentioned. You may find several examples of the name that you are researching. These may or may not be the same person but when adding a document to our index we can only add names in it to existing entries if we are absolutely sure that they are the same person.

Clicking on details of relations or documents revealed enables you to navigate around the database to seek out more information that may help in your research.

N.B. Don't forget to go back to People List and clear or amend the entries that you made. If you don't they will influence any other searches that you make.

LIST and **PRINT PAGE** work as above.

PLACES LIST

Entering a location you are interested in or choosing a **PLACE TYPE** will generate a list of documents fitting your entries. The page can be sorted by clicking on column headers but remember that only the current page will be sorted. If your list runs to more than one page then you will need to click **LIST** and click a relevant header to sort the whole list.

ADMIN

This is only for the use of Archive staff.